Previous References
DNS 23-38 (1-4)

1939.
(DNS)

File No. 27-39
Serial Nos. 1-3.

Later References.
Rs, 34.40.1-4.

PRESERVED

GENERAL AND REVENUE SECRETARIAT.

Serial Nos. 3

(50)

Part B for Nov-39

SUBJECT.

Administration report of the Government Stationery Depot for the year 1938-39

8639) To The Supdt of Stationery
Comptroller

WD 0578—GPB—22,500—12-9-39

No AJ 2690-1 dt 24-11-39

Reviewing the report for the year 1938-39

Administration report of the Govt Stationery Depot for 1938-39.

General and Revenue Secretariat. | P&S File No. 27 of 1939 | [App. F. III-2

Serial No.	
1	From the Superintendent, Govt Stationery, No S.575 dt 15/9/39 To the administration report of the Govt Stationery Depot for the year 1938-39. To, The Administration Report Section for kindly listing a copy of the report & returning the file. for Supdt 29/9/39 A copy of the Report taken and the file returned. Thr 30/9/39 Agri & Forest Branch)
	A draft of the Govt Printing is put up for approval. for Supdt 2/10/39 Secy 4/10/39
2	To The Supdt Govt Printing, No AB.824 dt 6.9.39 I am to forward herewith a copy of the report and requests him to have it set in type and 200 copies printed and kept ready for being bound with the Govt Review thereon. Subd. with a draft review for approval for Supdt 27.9.39 Proof in type Typed Copy 6/11 7/11

TYPING SECTION 7 1939 SECTT. BEN.

NOTE—Contn. Sheet

Administration report of the Govt. Stationery Depot for 1938-39

593

P 15 File No. 27 of 1939

General and Revenue Secretariat.

Serial No.

Typed draft Copy of the ~~Report~~ Review is put up as directed.

P
9.11.39.

Leg 11/11

Dept Leg

3.557

OFFICE OF SECOND MEMBER OF COUNCIL. 14 NOV. 1939 No. 1072

14/11

(II member)

Kla 15.11

15/11

(Dewan) Leg

Mp 16-11-39

17/11

Dstnl 17/11

The Supdt of Stationery 3
The Comptroller to Govt.
No A.3.2490-1 dt 25.11.39
reviews the Admn report
of the Govt Stationery Depot for
the year 1938-39

TYPING SECTION 20 NOV. 1939 GEN. & REV. SECT.

Annual Administration report of the Govt. of Calicut for 1938-39

593.

General and Revenue Secretariat: P & S. File No. 27 of 1939 App. F. III-2

Serial No.

Subd. with a D. F. r and a D. S. r. for approval

SP 27.11.39.

4073

OFFICE OF THE SECOND ASSISTANT SECRETARY TO THE COUNCIL, 27 NOV. 1939 No. 4516

(Legal member) 27/11

Signed: Final Note placed below

2.12.39

S. r. forwarded

2/12

Dewan)

NOTE-Contn. Sheet.

Final Note by the Second Member of Council.

ubject.— Report on the working of the Government Stationery Depot for the year 1938-39.

I beg to submit, herewith, the report on the
A working of the Government Stationery Depot for the year 1938-39
B together with the Government review thereon, for His Highness' gracious perusal.

/T. Chandrasekara Aiyar
SECOND MEMBER OF COUNCIL.

Bangalore,
29th November 1939.

Submitted to His Highness.

I submit herewith a Final Note by the SECOND *Member of Council on the subject of* the Report on the working of the Government Stationery Depot for the year 1938-39 *for His Highness' gracious* ~~*approval.*~~ perusal.

Mirza M. Ismail
Dewan.
3-12-37

Cases submitted for the Orders of
His Highness the Maharaja.

Subject.

Report on the working of the Government Stationery Depot for the year 1938-39.

Chief Secy
No
7-12-39

No. 353

Order.

~~KRH~~
6/12/39

MS
8.12.39

593

N.S. 169. (H.H. 354)

General and Revenue Secretariat.

SUBJECT:—

Report on the working of the Govt Salivary Dept for the year 1938-39.

(*)

31. All urgent or confidential files returned with His Highness' orders may in the absence of instructions or indications to the contrary, be ordinarily circulated to the Members of Council for perusal after the issue of orders.

33. The Secretaries concerned should see that orders in the cases referred to above are issued at once and that the files are returned immediately after to the Chief Secretary for circulation to the Members.

34. In all other cases, the files will first be circulated to the Members of Council at Headquarters and then sent to the Secretariat concerned for the issue of orders.

Circulated to Members of Council for perusal of His Highness' orders before/after issue of orders. (*Vide* Rules 31, 33 and 34 of the Subsidiary Rules for the conduct of business of Council in the Manual of Council Rules and Procedure.)

Chief Secretary to Government.

Through the Secretary to Government,

Revel Genl Department.

87/-

5500
8-12-39

FIRST MEMBER OF COUNCIL. 9/12/39

SECOND MEMBER OF COUNCIL. (on deputation)

Press Sec. 12/12

Rev. Secy. with Compliments

11/12

12/12

GEN. & REV. SECTT. 12 DEC. 1939 AGRI. & FOREST BRANCH.

GEN. & REV. SECTT. 5 JAN. 1940 AGRI. & FOREST BRANCH.

NOTE—Contn. sheet

WD 3709—GPB—100—23-10-39

Office of the Superintendent,
Government Stationery Depot,
Bangalore, dated 15th August 1939.

No.S. 575 — In triplicate — Abstract

SECY. DEV. DEPT. 17 AUG. 1939 GOVT OF MYSORE

See forms marked

by P and S. 27-39 — 17/8

From

B. Krishnaswamy Chetty, Esq., B.E., A.R.P.S., M.A.S.M.E., 593

P. & S. 23-38

Ag. Superintendent of Stationery, Bangalore.

GEN. & REV. SECTT. 18 AUG. 1939 AGRI. & FOREST BRANCH.

P. H. Krishna Rao, Esq., M.A.,
Secretary to Government, Development Department
ANGALORE.

Sir,

I have the honor to submit herewith the report on the working of the Government Stationery Depot, Bangalore, for the year 1938-39.

2. SUPERINTENDENCE.- Mr. B. Venkatasubba Rao was in charge of the office till the forenoon of the 19th June 1939, when he -- proceeded on privilege leave preparatory to retirement from service, in accordance with Government Notification No.4040/C.B. 185-38-2 -- dated 16-6-1939, I was in charge of the office during the rest of the year.

Mr. K. Shamanna, Ag. Sub-Assistant Superintendent was in immediate charge of the Stationery Depot till 22nd January 1939 and Mr. D. S. Gurubasavappa, Assistant Superintendent, Government Press was in immediate charge of the Depot from 23rd January 1939 to 15th June 1939, when he was transferred to the charge of the Government Branch Press, Mysore. I was in immediate charge of the Depot from the 19th June 1939 to the end of the year.

3. VALUE OF STOCK.- The opening balance of stock at the beginning of the year was Rs.1,28,977-10-3 against Rs.1,11,505-15-6 in the previous year. New Stock valued at Rs.2,25,914-0-4 as per

Statement given below was either purchased or received from the Press and other offices, making the value of stock Rs.3,54,891-10-7 against Rs.3,25,490-11-0 in the previous year. The value of issues to the several offices amounted to Rs.2,16,004-14-6 against --- Rs.1,96,513-0-9 in the previous year, leaving a balance of stock of Rs.1,38,886-12-1 at the end of the year against Rs.1,28,977-10-3 in the previous year.

Statement showing the details of new stock added during the year.

Sl. No.	Description.	1937-38.	1938-39.
1.	The value of papers and stationery purchased.	2,02,382-10-6	2,19,491-12-9
2.	Value of blank books, etc., received from the Press.	11,226- 0-0	5,885- 6-0
3.	Value of articles received from various offices.	376- 1-0	536-13-7
	Total Rs.	2,13,984-11-6	2,25,914- 0-4

VALUE OF STOCK AT THE GOVERNMENT BRANCH PRESS, MYSORE.-

The following statement gives the details of stock of papers and stationery articles held by the Government Branch Press, Mysore, during the year.

Sl. No.	Description.	Value.
1.	Opening balance of paper & stationery on 1-7-1939	8,741-15- 7
2.	Receipts during the year ...	31,755-14- 6
	Total Stock ..	40,497-14- 1
3.	Issues during the year ...	25,037- 0- 5
	Closing balance of stock on 30th June 1939	15,460-13- 8

4. REALISATIONS FROM PAYING DEPARTMENTS:- The total demand against various paying departments towards the cost of Stationery articles and printing papers supplied to them during the year, including half the cost of paper supplied for printing the forms, registers and cheque books of the Municipal Councils and local bodies, which is charged to them in accordance with Government Orders Nos. L.821-7-34/P & S. 86-24-172 dated 6th April 1931 and L.7824-43/169-34-4 dated 9/10th April 1935 was Rs.75,814-1-0 against Rs.63,911-9-6 in the previous year. Including the arrears of previous years amounting to Rs.35,734-1-1 the aggregate demand stood at Rs.1,11,548-2-1.

Against this demand, a sum of Rs.26,391-12-3 in respect of the previous years' arrears and Rs.53,149-15-5 out of the current year's demand was realised, bringing the total receipts to Rs.79,541-11-8 against Rs.45,221-0-8 in the previous year. Bills to the extent of Rs.3,614-3-0 were also received duly accepted by the departments and are under adjustment in the Comptroller's Office in the accounts of the year. There has been much improvement in the Revenue receipts during the year on account of special measures taken for adjustment of the dues as per circulars of the Government.

The total pendency of bills including those sent to the Municipalities and local boards was Rs.32,006-6-5 comprising Rs.9,342-4-10 out of the previous years' arrears and Rs.22,664-1-7 out of the current dues. Steps are being taken to get the outstanding bills adjusted in accordance with Government Circular No.G.3710-60/P. & S. 24-35-6 dated 12th November 1935. Departmental circulars have also been issued and special D.O. reminders are being sent to the Officers concerned.

5. PURCHASES. - Purchases were made as in previous years through the Secretary, Stores Purchase Committee who called for tenders and placed orders for the various kinds of papers and stationery articles. In a few cases, however, local purchases were made, mostly of articles not stocked for general supply, to meet the urgent demands of the Palace and the Secretariat.

The value of purchases made through the Stores Purchase Committee amounted to Rs.2,16,795-7-10 as against Rs.2,01,825-15-7 in the previous year, while that of casual purchases was Rs.2,696-14-11 against Rs.566-10-11 in the previous year. The increase in the amount of the casual purchases is due to the purchase of special kinds of note papers and envelopes for supply to the Secretariat and the Palace and the purchases made of superior quality Note papers, special art paper etc., for De Luxe Editions of Pamphlets and booklets in connection with the Viceregal visit.

The following table gives the names of the successful tenderers, the articles bought from each of them and their value.

Statement showing the details of stationery and papers purchased during the year 1938-39.

No.	Name of firm	Description of article	Amount		
	Messrs:-		Rs.	A.	p.
1.	Spicers (Export), Ltd., London ...	Imitation hand made foolscap paper ..	63	13	1
2.	Waterlow & Sons. Ltd., London ...	Steel pen nibs ..	870	9	9
3.	John Dickinson & Co., Ltd., London ...	Tub-size glazed tinted cover paper, art cover paper, printing double foolscap rough, badami double demy and metallic note-books ..	8,239	15	5

No.	Name of firm	Description of article	Amount
	Messrs.-		
4.	Charles Morgan & Co., Ltd., Madras ..	Cover papers, art paper, Typewriting paper, azurlaid, draft, printing, kraft and colour papers ..	24,174 14 5
5.	McDowell & Co., Ltd., Madras .. (Agents for the India paper pulp Co.)	Azurlaid paper, white printing and white cartridge papers ..	6,185 9 9
6.	South Indian Export Co., Ltd., Madras. (Agents for the Titagur Paper Mills Ltd.)..	Printing papers and Manilla paper. ..	18,055 4 11
7.	J. B. Advani & Co., Ltd., Madras ..	Lily White Real Wood-free Art paper ..	3,046 14 0
8.	P. Orr & Sons, Madras...	Castle drawing papers, tracing cloth and section paper	4,320 13 0
9.	The Madras Pencil Factory, Madras ..	Black lead, coloured and copying pencils ..	1,065 9 0
10.	The Bombay Stationery Mart, Bombay ..	Pen-knives and Stationery articles ..	556 4 0
11.	Kores Ltd., Bombay ..	Cyclostyle Ink Tubes ..	375 0 0
12.	Lalumian Sahib, Madras..	Fluid blue-black ink jars..	162 8 0
13.	Burmah Shell Oil Storage & Distributing Co. of India Ltd., Madras ..	C a n d l e s ..	378 2 0
14.	Wilson & Co., Madras (Agents for the Bengal Paper Mills Co. Ltd.)	Blotting, draft & brown cartridge papers ..	17,739 1 3
15.	Deccan Paper Mills, .. Poona ..	Badami and Manilla papers..	7,249 12 2
16.	The Punalur Paper Mills Co., Punallur, Travancore ..	Brown Cartridge papers ..	3,177 10 0
17.	D. Gestetner & Co., Ltd., Madras ..	Cyclostyle impression paper, Typewriting and handwriting stencil paper and ink tubes	1,026 11 0
18.	The Bharat Carbon and Ribbon Mfg. Co., Ltd., Karachi ..	Typewriting carbon, pen carbon and pencil carbon papers ..	2,133 8 0
19.	The Mysore Paper Mills Ltd., Bhadravathi ..	White Printing, Draft foolscap, coloured and white cartridge papers ..	89,206 13 9
20.	Desi Ink Works, Bangalore	Blue-black Ink and Red-Ink powders ..	1,487 8 0

No.	Name of firm	Description of articles	Amount		
	Messrs.-				
21.	Superintendent, Govt. Industrial School, Channapatna ..	Penholders and paper - weights ..	1,075	8	0
22.	M. Salam Abdul Majeed & Co., Bangalore City ..	Stationery articles and paper	6,991	8	3
23.	T. M. Abdul Gaffoor & Co., Bangalore City ..	Stationery articles, straw boards, printing double foolscap rough and Typewriter ribbons ..	11,039	0	11
24.	The Government Lac Factory, Bangalore ..	Sealing Wax ..	1,735	0	0
25.	The Government Industrial and Testing Laboratory, Bangalore ..	Black and Red Ink powders and Blue Black Ink Jars (balance of order for 37-38)	1,855	6	0
26.	The Superintendent, Govt. Soap Factory, Bangalore..	Liquid Gum bottles and Quick Fix ..	147	14	8
27.	The Superintendent, Govt. Central Jail, Bangalore.	Thablak Thread, Cotton tags, country white and red tapes and ink stands ..	975	14	9
28.	Abdul Cureem & Sons, Bangalore City ..	Kora Long Cloth ..	434	12	3
29.	The Typewriter & Office Appliances, Bangalore..	Typewriting Ribbons and Tracing cloth ..	2,367	8	0
30.	Saliah Warehouse, Bangalore City ..	Black and Red and Blue pencils	141	0	0
31.	Yacoob Sheriff & Co, Bangalore ..	Sheep skin ..	185	4	0
32.	Penkar Cutlery Co., Ltd., Pen, Dt. Kolaba ..	Pen-knives and scissors..	18	8	0
33.	Gopalan & Co., Bangalore.	Scissors ..	81	0	0
34.	Metal Industries, Ltd., Shoranur ..	Pen-knives and scissors	18	0	0
35.	Makkala Pustaka Press, Bangalore ..	Printing Double foolscap rough paper ..	152	4	0
36.	Institute of Home and Cottage Industries, Ltd., Mysore ..	Superior Cotton Tags ..	62	8	0
37.	The Central Institute for Defectives, Mysore..	Thablok Thread ..	85	15	0

No.	Name of Firm	Description of articles	Amount
38	Messrs.- Parry & Co., Ltd., Bangalore ..	Candles ..	75 10 0
			2,16,795 7 10
		Casual Purchases ..	2,696 4 11
		Grand Total ..	Rs. 2,19,491 12 9

The outstanding feature of the year was the starting of the Mysore Paper Mills, Bhadravathi and the purchase of a large portion of requirements from these Mills. In accordance with G.O. No. G 8516/P. & S. 78-37-2 dated 22nd April 1938, provision was made for the purchase of half the year's requirements from the Mysore Paper Mills and the remainder from the open market. The bulk of the requirements of the Stationery Depot from next year may be expected to be met by the Mysore Paper Mills.

Articles of Mysore Manufacture purchased during the year comprised Thablak Thread, cotton Tags, country red and white tape and ink-stands from the Central Jail, Bangalore; pen-holders and paper weights from the Government Industrial School, Channapatna; liquid gum and quick-fix bottles from the Government Soap Factory, Bangalore; Sealing wax from the Government Lac Factory, Bangalore; blue-black and red-ink powder and blue-black ink-jars from the Government Industrial and Testing Laboratory, Bangalore; blue-black and red-ink powders manufactured by the Desi Ink Works, Bangalore City; superior cotton tags from the Institute of Home and Cottage Industries, Mysore; "Kora" Long cloth manufactured by the Mysore Spinning and Manufacturing Company, Limited, Bangalore, supplied by Messrs. Abdul Curreem & Sons, Bangalore; and papers

manufactured by the Mysore Paper Mills,Limited, Bhadravathi. The value of such purchases was Rs.97,066-4-5 against Rs.8,259-13-8 in the previous year, the large increase being due to the purchase of papers made by the Mysore Paper Mills which started work during the year.

The total value of articles of Indian Manufacture excluding those of Mysore referred to above purchased during the year was Rs.55,700-1-1 against Rs.1,68,912-8-4 in the previous year. The articles included Printing and Manilla Papers manufactured by the Titaghur Paper Mills Company, Limited, Calcutta; blotting, draft and brown cartridge papers manufactured by the Bengal Paper Mills Company, Limited, Calcutta; Azurelaid, white printing and white cartridge papers made by the India Paper Pulp Company, Limited, Calcutta; Badami paper manufactured by the Deccan Paper Mills Company, Limited, Poona; brown cartridge paper manufactured by the Punallur Paper Mills; Typewriting carbon paper, pen and pencil carbon papers made by the Bharat Carbon and Ribbon Manufacturing Company, Limited, Karachi; "Star of India" black lead, coloured, drawing and copying pencils from the Madras Pencil Factory, Madras and "Cock and Key" Stearine candles manufactured in Burma, supplied by Messrs. Parry & Company, Bangalore. All other varieties of paper and stationery articles were of foreign origin, but all of them except those supplied by the firms Nos. 1 to 3 were supplied by local or other Indian Firms. Local and Indian Manufacturers are being encouraged very largely.

6. I s s u e s. - The total number of issues during the year under report, including the issues of paper and binding materials to the Press, was 1921 against 1841 in the previous year. Of this number, 594 were on standing lists, the remainder being advances, balances and additional supplies on standing lists. The total value of issues, excluding the issues of paper and

binding materials to the Press, was Rs.99,147-15-1 against Rs.86,449-2-0 in the previous year. The following statement shows the names of departments to which supplies were made and the value of supplies made to each.

Statement showing the value of issues made to several departments during the year 1938-39.

Sl. No.	Name of Departments	Amount		
		Rs.	a.	p.
1.	Judicial	4,173	15	9
2.	Revenue	8,091	1	10
3.	Public Works Department.. ...	7,084	8	0
4.	Forest	1,991	15	2
5.	Police	1,179	11	10
6.	General & Revenue Secretariat ...	2,889	14	10
7.	Treasuries	660	10	0
8.	Agriculture	2,198	10	2
9.	Railways	23,919	2	0
10.	University	3,048	3	3
11.	Education	2,669	15	0
12.	Medical	1,117	15	4
13.	Income-Tax	438	8	1
14.	Excise	610	14	0
15.	Geological Department	..227	13	8
16.	Palace	1,043	9	2
17.	Meteorological Department ...	58	1	3
18.	Stamps	179	1	2
19.	Registration	581	14	9
20.	Lock-ups	273	5	4
21.	Other Departments such as Military, Co-operative Societies, etc. ...	11,689	0	4
22.	Government Branch Press, Mysore ...	25,020	0	2
23.	Central Press, Bangalore. ...	1,16,856	15	5
	Total value of issues	Rs.2,16,004	14	6

The total cost of paper etc., supplied to the Central Press amounted to Rs.1,16,856-15-5 against Rs.1,10,063-14-9 in the previous year.

The following list gives the names of new offices to which supplie were made during the year under report and the names of offices which wer abolished either permanently or temporarily:-

Offices newly created or those to which supply was commenced.	Offices abolished or those ~~x~~ to which supply was discontinued
1. The Senior Assistant Director of Agriculture, Kolar Circle, Kolar	1. The Forest Sub Division Officer, Narasimharajpur.
2. The Assistant Director of Agriculture, Chitaldrug Circle, Chitaldrug.	2. - do - Bhadravathi.
3. The Assistant Director of Agriculture, Mandya Circle, Mandya.	3. - do - Kumsi Sub Division. (Kumsi excluding Shankar rang ~~4x~~
4. - do - Hassan.	4. - do - Chamarajnagar.
5. -do - Bangalore.	5. - do - Heggaddevankote.
6. Sri Krishnarajendra Silver Jubilee Technological Institute, Bangalore.	6. The Sub Assistant Conservator of Forests, Hebbe Circle, Tadasa.
7. District Magistrate, Bangalore District, Bangalore (for the use of the bus section)	7. - do - Lakkavalli Sub division, Tarikere.
8. The Executive Engineer, Shimsha New Project Division, Sivasamudram.	8. Chairman, Bench of Magistrates' Court, Sidlaghatta.
9. - do - Jog Falls Project, Jog, Shimoga District.	9. The Assistant Superintendent of Sericulture, in charge of Reeling and Filature, Mysore.
10. Officer in charge, Provincial Ganja Stores, Bangalore.	10. The Health Officer, Health Survey Unit, Bhadra Reservoir Project (Camp Bhadravathi)
11. Jog Falls Malaria Unit, Jog, Shimoga District.	11. Sub Section Executive Engineer, C.P.S., Sivasamundram.
12. The Warden, Adikarnataka High School Hostel, Hassan.	12. Junior Assistant Mycologist, Tirtahalli (transferred to Shimoga circle)
13. - do - ~~Adikarnataka~~ Adidravida Hostel, Kolar.	
14. The Superintendent, Civil Veterinary Department, Bangalore (for the use of new dispensaries at Saligram, Nanjangud, Kumsi and French Rocks.	
15. - do - -do - (Alur and Srinivaspur)	
16. - do - (Bettadapura and Kortagere)	
17. Junior Assistant Mycologist, Tirtahalli Circle, Tirthahalli.	

Offices newly created or those to which supply was commenced.	Offices abolished or those to which supply was discontinued.
18. Officer in charge, Bitumen Emulsion Plant, Hassan.	

Thus there was a net decrease of 7 in the number of Offices to which supplies were made from the Stationery Depot, during the year.

7. Expenditure. - The expenditure of the Stationery Depot during the year under report was Rs.6,710-5-9 against Rs.7,756-3-6 in the previous year, which is classified under the following heads:-

		Rs.
1. Establishment	..	5,608-12-0
2. Contingencies	..	1,101- 9-9
Total	..	Rs.6,710- 5-9

There was ~~one~~ an appreciable saving of Rs.780/- under establishment on account of the Store Keeper's post being kept vaccant during the whole year. The charges incurred on the handling and storage of stock thus work out to 3% as against 4% in the last year.

8. INDENTS FOR FORMS.- One Hundred and Sixty indents for forms were received during the year as against 175 in the previous year. Forms and registers due on the 25 standardised indents were supplied without fresh indents being received from the departments. Supplies were made in some cases on stay requisitions. The indent of the Government Gardens has been

recently standardised as per G.O. No.G.9029/P. & S. 2-38-113 dated 13th March 1939. The work of standardisation of the forms of the Public Works, Police, Health and Revenue Survey Departmental Forms is being continued. As in previous years, supply of full quantities of forms and registers was made under Government Orders to the Income-Tax, Electrical, Police, Insuranc and the Local Examinations Boards offices. The indents for Record of Rights forms and registers received from the Superintendent of Land Records, Survey and Settlement and the Deputy Commissioners of Districts were complied with in full as in previous years.

The reduction of 50% in the general supply of forms and registers was continued during the year, enhanced supplies at 75% being made in the case of essential forms and registers required for everyday use in accordance with G.O. No.G.10205-50/ P. & S. 50-37-11 dated 27th June 1938.

Further standardisation of the forms and registers of the departments whose forms and registers have not yet been standardised and the revision of the existing standardised requirements of forms and registers of all departments so as to ensure a more satisfactory supply is being dealt with by the Press Committee in accordance with G.O. No.G.3326-32/P. & S. 43-38-1 dated 15th October 1938.

9. STOCK-TAKING. - The annual stock-taking of the Stores was done on 2nd January 1939. The value of excesses found was Rs.1,558-1-2 and that of deficiencies was Rs.1,454-5-6. The result was reported to Government and the excesses and the deficiencies were adjusted in accordance with Government Order No.G.13077-8/P. & S. 128-38-4 dated 23rd June 1939. The Issue, Receipt and Stock Registers of Stores were maintained in a satisfactory condition.

10. STATISTICS OF BUSINESS. - During the year under report, 5291 letters were received of which 4,774 were replied, 422 were disposed of by complying with the requisitions contained in them for the supply of balances of stationery articles, advances and additional supplies on standing lists and by issue of Work Dockets for printing of the works, 62 were under correspondence about revision of standing lists and 33 were pending disposal.

The number of letters pertaining to forms and registers received during the year was 7,747 of which 3,891 were replied and the rest were disposed of by complying with the requisitions contained in them for balances, advances and additional supplies and by issue of Work Dockets for printing of the works.

11. STATIONERY ARTICLES AND FORMS SUPPLIED. - The procedure of making supplies of stationery articles and forms on approved standing lists based on the average consumption and the strength of establishment, maintained in the Stationery Depot, is being followed. Due to the continuance of the financial stringency and the reduction in the budget grant, reduced supplies both of stationery and forms and registers at 75% in the case of the essential stationery articles and forms and registers required for daily work and 50% in the case of the "Luxury" articles and ordinary forms and registers were continued during the year. Additional and enhanced supplies were made in a number of cases under Government orders to meet urgent requirements. The value of the additional supplies made during the year was Rs.2,399-8-8.

The supply of full quantities of stationery articles sanctioned by Government in the case of certain paying Departments like the Electrical Department and the State Life Insurance Department and three-fourths supplies in the case of the Revenue Departments

were continued. Requisitions received for the supply of stationery articles for Record of Rights Work in taluk offices from the Deputy Commissioners of Districts and the Superintend of Land Records were complied with in full according to the standing orders.

In accordance with Government Order No.G.10205-50/P. & S. 50-32-11 dated 27th June 1938 directing that the standing lists of all offices should be revised with effect from the year 1939-40, the standing lists of the various offices are being revised on the basis of the average consumption during the last two years and the strength of establishment, and supplies made from the next official year according to the revised standing lists.

Supplies of stationery and forms were made under Government Orders to 18 new offices noted above.

The Registers and forms noted below were newly introduced and were printed and supplied in accordance with the Government orders noted against each.

No.	Registers and Forms.	No. and Date of Government Orders
1.	Inspection Report on the work of Weaving Demonstrations, to the Director of Industries and Commerce, Bangalore.	G.O. No.G.313/P.&S.2-37, dated 12th July 1938.
2.	Military Form No.13, revised, to the Chief Commandant, Mysore State Troops, Bangalore.	G.O. No.G.661-4/Mily. 55-37-6, dated 19th July 1938.
	Four kinds of forms to the Director of Agriculture in Mysore, Bangalore.	G.O. No.D.914/A. & E. 246-36-10, dated 4th August 1938.
	Labour Report of Krishnarajasagar and Water Works, Thippagondanahalli to the Executive Engineer, Water Supply Division, Bangalore.	G.O. No.G.1422/P & S.627, dated 15th August 1938.
5.	Form 'B' Statement for direct import of dangerous drugs to	G.O. No.Fl. 965/Ex.19-38-4, dated 18th August 1938.

No.	Registers and Forms.	No. and Date of Government Orders.
6.	Ledger for entering the short term licenses to the Inspector General of Police.	G.O. No.T.649-52/R.T.13-38-1, dated 25th August 1938.
7.	Irwin Canal Chellan Form to Mandya, Maddur, French Rocks and Serfingapatam Taluks.	G.O. No.G.1838/P&S.2-38-12, dated 25th August 1938.
8.	Order Form & Schedule Form to the Secretary, Stores Purchase Committee.	G.O. No. G.1897/ P&S. 2-38-15, dated 26th August 1938.
9.	Notices regarding the prevention of water contamination in the Sree Chamarajendra Reservoir to the Executive Engineer, Water Supply Division, Bangalore.	G.O. No.G. 1928/P&S. 2-38-20, dated 31st August 1938.
10.	Revised and Combined Diet Register to the Medical Stores.	G.O. No.G.2037/P.&S. 2-37-169, dated 1st September 1938.
11.	Domestic Ledgers to the Executive Engineer, Water Supply Division.	G. O. No.G.2072/P.&.S. 2-37-169, dated 1/2nd September 1938.
12.	Form relating to Large Industrial Establishments Return to the Director of Industries and Commerce, Bangalore.	G.O. No.D.3054-56/Stcs. dated 22nd September 1938.
13.	Certificate of Weighment in triplicate to the Inspector General of Police.	G.O. No.G.2936/P&S. 2-38-34, dated 26th September 1938.
14.	Forms under Police Manual, Vol. III to the Inspector General of Police, Bangalore.	G.O. No.P. 1691/Pol. 61-38, dated 1st October 1938.
15.	Registers required for collecting and maintaining accounts of Toll Gate Fees at Krishnaraj Sagar, Brindavan.	G.O. No.G.3180/P&S. 2-38-38, dated 8th October 1938.
16.	Record Slips to Chief Engineer of Mysore, Bangalore.	G.O. No.G.3335/P&S. 2-37-170, dated 15th October 1938.
17.	Return of Women employed in a Factory to the Director of Industries and Commerce.	G.O. No.D.3660-62/I&C. 38-38-13, dated 15th/ 27th October 1938.
18.	Weekly Rain Guage Readings near Gopala to the Executive Engineer, Bhadra Anicut Range, Bhadravathi.	G.o. No.G. 3566/P&S. 2-38-49, dated 27th October 1938.
19.	Progress Report of Mill Coolies to the Executive Engineers.	G. O. No.G. 4317/P&S. 2-38-56 dated 9th November 1938.
20.	Form in connection with the introduction of fees in the hospitals of Bangalore and Mysore cities.	G.O. No.G. 4162/Med. 71-36-14, dated 5th November 1938.
21.	Temperature charts to Vani Vilas Hospital, Bangalore.	G.3848/Med. 92-38-2 dated 1st November 1938.
22.	Official Memorandum books to the Muzrai Commissioner in Mysore, Bangalore.	G.O. No.604-6/Muz. 120-38-2 dated 27th October 1938.

No.	Registers and Forms.	No. and date of Government Orders.
23.	Bar Bill Books to the Hotel, Krishnarajasagar.	G.O. No.G. 5204/P&S. 2-38-65 dated 26th November 1938.
24.	B. D. F. 40 and 41 to the Superintendent, Government Central Book Depot, Bangalore.	G.O. No.G. 55-87/P&S. 2-38-68 dated 7th December 1938.
25.	Two forms about the realization of Cheques received by Treasuries to the Comptroller.	G.O. No.Fl.3809/Gf. 23-38-3 dated 17th December 1938.
26.	Four kinds of medical forms to the Medical Officer, Krishnarajendra Hospital, Mysore.	G.O. No.G.7923/Med.92-38-4, dated 2nd February 1939.
27.	Notice forms to the Executive Engineer, Water Supply Division, Bangalore.	G.O. No.G.7442/P&S. 2-38-95, dated 3rd February 1939.
28.	Three kinds of labels to the Director of Public Health.	G.O. No.G. 7612/P&S. 2-38-100 dated 8th February 1939.
29.	Agri. Genl. Demn. No. 7 in the revised book form to the Director of Agriculture.	G.O. No.D. 7303-730/ Agri. 185-38-2 dated 8th February 1939.
30.	List of medicated wine permitted to be sold to the Excise Commissioner.	G.O. Fl. 5257-9/Ex. 100-35-2 dated 11th February 1939.
31.	Deposit Refund Form to the Bureau of Sanitary Engineering.	G.O. No.G. 7846/Ph. 103-38 dated 13th February 1939.
32.	'A' and 'B' Muthhalika Forms to the Chief Engineer, K.R.S. Works, Bangalore.	G.O. No.G.8358/P.S. 2-38-105, dated 25th February 1939.
33.	Combined Registers for recording entries relating to the registration of motor vehicles to Inspector-General of Police	G.O. No. T. 2661-64/Rt. 56-38-2 dated 20th February 1939.
34.	Register of paying cases examined to the Public Health Institute.	G.O. No.G. 8770/P&H. 103-38-2 dated 6th March 1939.
35.	Monthly report forms of testers to the Director of Industries and Commerce.	G.O. No.D. 8064-65/ I&C.75-38-14, dated 11th March 1939.
36.	Tickets for cutting grass in various parks and gardens to the Superintendent, Government Gardens.	G.O. No.B.8059-61/G.F. 49-38-6, dated 11th March 1939.
37.	Ten kinds of veterinary forms to the Chief Commandant, Mysore State Troops.	G.O. No.G. 10283-6/Mily. 182-38-6 dated 10/12th April 1939.
38.	Poultry Forms to the Live Stock Expert, Agricultural Department.	G.O. No. 10413/P&S. 2-38-125, dated 14th April 1939.
39.	Address slips to the Superintendent, of Police, Railways & C.I.D., Bangalore.	G.O. No. 10410/P&S.67-38-15 dated 15th April 1939.

No.	Registers and Forms.	No. and Date of Government Orders.
40.	Cheque books and forms to the Mysore Government Lac & Paint Works.	G.O. No.D. 8669-73/I&C. 220-37-23, dated 5th/8th April 1939.
41.	Registers showing the Challans received for amounts credited towards registration etc. to the Inspector General of Police, Bangalore.	G.O. No.T.3467/R.T.56-38-4 dated 11th April 1939.
42.	Forms in connection with the Survey of Oil Crushing Industry to the Director of Industries and Commerce.	G.O. No.D. 8957-59/I&C. 250-38-7 dated 13/15 April 1939.
43.	Bill Books to the Commercial Publicity Section of the Publicity Office.	G.O. No.G. 11104/P&S. 2-38-129, dated 4th May 1939.
44.	Form for posting of remittances to Civil from Railway, Education and Electrical Departments to the Comptroller to the Government.	G.O. Fl. 7261-2/Gf. 81-38-12 dated 9th May 1939.
45.	Forms and Registers prescribed in notification No.Fl. 2371/Ex. 61-37, dated 25th October 1938 to the Excise Commissioner in Mysore, Bangalore.	G.O. No.Fl. 7404/Ex. 100-38-8 dated 15th May 1939.
46.	Workmen's compensation forms to the Director of Industries and Commerce.	G.O. No.D. 9973/6419 dated 18th May 1939.
47.	Form in connection with the optional subjects to be selected by pupils in High Schools.	G.O. No.E. 4230/Edn. 21-38-10 dated 27th May 1939.
48.	Out patient case cards required for the venereal disease clinic at Vani Vilas Hospital, Bangalore.	G.O. No. G. 12160-2/Med. 92-38-6 dated 30th May 1939.
49.	Inspection books of three kinds (in pads) to the Publicity Officer to Government.	G.O. No.G. 12763/P&S. 2-38-139, dated 20th June 1939.
50.	Forms under workmen's compensation Act under Sec.15 to the Director of Industries and Commerce, Bangalore.	G.O. No. D. 10631/I&C. dated 19/21st June 1939.

Additional supplies of the following forms and registers were made to the offices noted against them in accordance with with the Government Orders noted against each:-

No.	Registers and Forms.	No. and date of Government Orders
1.	Six kinds of Financial forms to the Secretary, Central Recruitment Board, Bangalore.	General Secretary's letter No. 223/C.R.B. dated 7th July 1938.
2.	Sale of Isthihar forms to the Amildar, Chikballapur.	G.O. No.G. 344/P&S. 2-37, dated 12th July 1938.
3.	Saguvali Chit Forms to the Amildar, Chintamani.	G.O. No.G. 395/P&S. 2-37-163, dated 14th July 1938.
4.	Pound Registers and forms to the Superintendent, Kunigal Stud Farm.	G.O. No.G.803-6/Mily.244-37-2, dated 26th July 1938.
5.	M.A.M. No.9 to Shimoga Town Municipality.	G.O. No.L.1165-7/Ml.30-38-12, dated 2/5th August 1938.
6.	Financial & Forest Forms to Forest Research Institute, Bangalore.	G.O. No.G.1398/P&S. 1-37-225, dated 9th August 1938.
7.	Schedule Contract forms to the Sanitary Engineer, Bureau of Sanitary Engineering, Bangalore.	G.O. No.1899/P&S. 2-38-14, dated 26th August 1938.
8.	'C' Registers to the Executive Engineer, Chitaldrug Division.	G.O. No.G.2059/P&S. 2-38-22, dated 1st September 1938.
9.	P. W. Cash Books to the Well Boring Section of the Bureau of Sanitary Engineering.	G.O. No.G.2613/P.H.29-38-2, dated 16th September 1938.
10.	Form used in the pension section of the Comptroller's Office to the Comptroller.	G.O. No.Fl.1955-56/G.F.1-32-2, dated 22nd September 1938.
11.	Extract Register of receipts and Deposits, Register of sanctions to work charges establishment to the Bureau of Sanitary Engineering.	G.O. No.G.2980/P.H. 42-38-2, dated 27th September 1938.
12.	Application for affixing Impressed labels to documents to the Superintendent of stamps.	G.O. No.Fl.1974-5/Stamp. 5-38-2, dated 28th September 1938.
13.	Regn. 41 and Finl. 13 (pay Bills) to the District Registrar, Kadur District.	G.O. No.Fl.2034-35/Regis. 7-38-2, dated 3rd October 1938.
14.	Six kinds of Financial Forms to the District Office, Mysore.	G.O. No. G. 3255/P.& S. 2-38-42, dated 10th October 1938.
15.	Form 'A' for the collection of statistics of coffee production to the Deputy Commissioner, Kadur District.	G.O. No.G.3218/P&S. 2-38-49, dated 11th October 1938.
16.	M.A.M. Nos. 11, 17 (a), 17 (b) and Assessment registers to the Municipal Commissioner, Bangalore.	L.3880-82/Ml.123-38-2, dated 11th November 1938.
17.	Isthihar and Order sheets to the Amildar, Kadur Taluk.	G.O. No.G.4233/P&S.2-38-55, dated 8th November 1938.

No.	Registers and Forms.	No and date of Government orders.
18.	Refund Bills forms to the Commissioner of Land Records, Bangalore.	R. 2202-3/L.S. 21-38-2 dated 4th November 1938.
19.	Five kinds of Acquisition forms to the Sub-Division Officer, Tumkur.	G.O. No.R.2154-5/R.M.6-38-13, dated 31st October 1938.
20.	Forms etc. to the Forest Research Station.	G.O. No.D.7038-40/G.G.131-37-2, dated 28th March/2nd April 1938.
21.	Forms Etc., to the Junior Assistant Mycologist, Tirthahalli Circle.	G.O. No.G.932/P&S. 1-38-13, dated 28th July 1938.
22.	L. F. No.9. M.A.M. 72,73 and 48 to the President, District Board, Kadur.	G.O. No.L.2118/M1.dated the 17th September 1938.
23.	Fifteen kinds of forms and Registers to the Superintendent, Serum Institute.	G.O. No.G. 1714-16/C.V. 77-37-2 dated 9th September 1938.
24.	D.C.B. Ledgers of water charges to the Superintendent, K.G.F. Water Works, Bethamangala.	G.O. No.G. 6118/P&S. 2-38-74 dated 19th December 1938.
25.	Cover papers with addresses to the Inspector General of Police.	G.O. No.P.2291/Pol. 92-38-2 dated 9/10th November 1938.
26.	Three kinds of financial forms to the Deputy Commissioner,Shimoga.	G.O. No.G. 4956/P&S. 2-38-62, dated 21st November 1938.
27.	95 cash books to the Inspector General of Registration.	G.O. No.Fl. 3171-72/Regis. 7-38-37, dated 25th November 1938.
28.	Financial Forms, Revenue Forms, Fair Copy Registers and Acquittance Roll Books to the District Officer, Mysore.	G.O. No.G. 5823/P&S. 2-38-70 dated 14th December 1938.
29.	General Receipt Registers to the Deputy Commissioner, Kadur.	G.O. No.6116/P&S. 1-38-119, dated 19th December 1938.
30.	File Wrappers to the Inspector General of Police.	G,O. No.P.3125/Pol. 143_38-2, dated 19th December 1938.
31.	Seventeen kinds of Registers to the Deputy Commissioner, Mysore.	G.O. No.6235/P&S. 2-38-76 dated 21-12-1938.
32.	Printed labels (3 kinds) to the Superintendent, Government Printing.	G.O. No.6887/P&S. 2-38-84, dated 12th January 1939.
33.	S. C. Form No.2 and Ledgers to the Comptroller to Government.	G.O. No.G.6143-4/P&S. 2-38-73, dated 19th December 1938.
34.	Revenue Day books to the Amildar, Krishnarajapet Taluk.	G.O. No.G. 6883/P&S. 2-38-85, dated 12th January 1939.
35.	Registers regarding the improved system of Office procedure to the Director of Agriculture.	G.O. No.D.6044-46/Agri. 46-38-4, dated 6/7th January 1939.

No.	Registers and Forms.	No. and date of Government orders
36.	Five kinds of Revenue Forms and Registers to the Deputy Commissioner, Shimoga.	G.O. No.G. 6978/P&S. 2-38-87 dated 18th January 1939.
37.	Pay Bills to the Amildar, Krishnarajapet Taluk.	G.O. No.G. 7258/P&S. 2-38-93 dated 28th January 1939.
38.	Declaration Forms to the Inspector General of Police.	G.O. No.P. 2706/R.T. 22-2-1938
39.	M.A.M. Nos. 30,31,34 and 44 to the City Municipal Council, Mysore.	G.O. No.G .7866/P&S. 2-38-103, dated 14th February 1939.
40.	Crl. Form No.31 to the Second City Magistrate, Bangalore.	G.O. No.P. 4500-4/Cts. 153-38-2, dated 21st February 1939.
41.	Receipt and Despatch Registers to the Superintending Engineer, Irrigation Circle, K.R.S. Works, Mysore.	G.O. No. G. 8363/P&S. 2-38-107, dated 25th February 1939.
42.	Civil Form No. 95 to the Munsiff's Court at Kolar Gold Fields.	G.O. No. P. 4676/Cts. 153-38-4 dated 27-28th February 1939.
43.	'A' Form Registers to Railway Departments.	G.O. No.G. 8372/P&S. 2-38-109 dated 26th February 1939.
44.	Revenue Forms to the Revenue Probationer posted to Magadi Taluk.	G.O. No.G. 8617/P&S. 1-38-107 dated 4th March 1939.
45.	Acquittance Roll, Pay Bills, Register of Pay Bills, Statement of expenditure to the Inspector General of Police.	G.O. No.P. 4940/Pol. 41-38-5, dated 17th March 1939.
46.	Pension Voucher Forms to the State Huzur Treasury, Bangalore.	G.O. No.G. 9427/P&S. 2-38-116, dated 25th March 1939.
47.	Day Books and Ledgers to the Deputy Commissioner, Mysore.	G.O. No. R. 5153-6/R.M. 64-38-2, dated 19th April 1939.
48.	Endorsement Forms to the Deputy Commissioner, Shimoga.	G.O. No. G. 10649/P&S. 2-38-126, dated 20th April 1939.
49.	Index Registers to the Deputy Commissioner, Mysore.	G.O. No.G. 10840/P&S. 1-38-184, dated 27th April 1939.
50.	Non-Domestic Ledgers, to the Chief Engineer of Mysore, Bangalore.	G.O. No.G. 11540/P&S. 2-38-133 dated 16th May 1939.
51.	Forms to the Secretary, Government Press Employees' Co-operative Society, Ltd, Bangalore.	G.O. No.G. 10600-2/P&S. 78-38-6 dated 18th April 1939.
52.	Inspection memo forms to the Superintendent of Stamp manufactary, Bangalore.	G.O. No.e. 178/38-39, dated 9th May 1939.
53.	Declaration Forms to the Inspector General of Police.	G.O. No.T. 4243/R.T. 89-38-2, dated 19th June 1939.
54.	P.P.O. Forwarding Memo Books to the Comptroller.	G.O. No.G. 12758/P&S. 2-35-142, dated 20th June 1939.
55.	D.C.B. Registers (M.A.M. No.9) to the Municipal Commissioner, Bangalore.	L.4496 Ml. 75-38-37 dated 1st December 1938.

12. IMPORTANT ADMINISTRATIVE MEASURES. - (1) The continuance of the reduced scale of supply of stationery articles and forms and registers at 75% in the case of the "Essential" stationery articles and forms and registers and 50% of the "Luxury" articles and forms and registers not required for daily use was continued during the Official year 1938-39. The standing lists of stationery of all offices are being revised in accordance with Government Order No. G. 10205-50/P&S. 50-37-11 dated 27th June 1939, and full supplies of all essential stationery articles according to the revised standing lists will be issued with effect from the 1st July 1939.

(2) The purchase and stocking of thablak thread manufactured and supplied by the School for Deaf and Blind Boys, Mysore upto about 250 lbs. every year for supply to Government Offices with effect from the year 1938-39 was sanctioned in Development Secretary's letter No.G.8780/P.&S. 50-37-6 dated 3rd May 1938.

(3) The supply of Badami paper, plain, of brown or yellowish colour made by the Mysore Paper Mills to Government Offices in lieu of a moiety of white foolscap paper now supplied for putting up drafts, notes, etc., in Government Offices was ordered to be made in Government Circular No.G.5008-64/P&S. 61-38-1 dated 22nd November 1938.

(4) The proposal to supply D.O. envelopes prepared out of opaque printing paper in place of the D.O. (Chit) covers now being supplied from the Stationery Depot was sanctioned under G.O. No. G. 5493-4/P.&S. 51-38-3 dated 7th December 1938.

(5) The inclusion of saucers sets and artist's glasses in the list of periodical articles under Appendix E. of the Stationery rules and their supply once in 2 years to the Engineering, Railway and other Departments according to the number necessary was sanctioned.

(6) The supply of rulers and ink glasses to the Agricultural Inspectors in charge of Range Offices as recommended by the Director of Agriculture with a view to facilitate office work and maintenance of account registers was sanctioned by Government in Development Secretary's letter No.G.4062/P&S. 1-38-76 dated 3/5th November 1938.

(7) The stocking and supply to offices from the year 1939-40 some quantity of "Gupta's" or other good quality of Indian made pens out of the quantity provided in the annual tenders for stationery articles was sanctioned. (Development Secretary's letter No.G.12159/P&S. 120-38-2 dated 30th May 1939)

13. I N S P E C T I O N. - The stock of forms and stationery articles of the offices located in Mysore City and at Kolar Gold Fields was inspected. The number of Offices inspected in Mysore City was 17 and that at Kolar Town and in the Kolar Gold Fields was 26. A surplus stock of forms, registers and stationery articles valued at Rs.1,257-0-0 in the offices located in Mysore City and Rs.1,322-11-5 in the offices located at Kolar Town and in Kolar Gold Fields was got back and taken to stock for supply to other offices.

As certain common defects were generally noticed in all offices inspected and no improvement had occured in the storage of forms and stationery and in the maintenance of accounts connected therewith, a circular No.G.9838-92/P&S. 73-38-2 dated 1st April 1939 has been issued by Government sanctioning the printing of a Handbook containing the rules regarding the issue of stationery and forms and the accounts to be maintained and the distribution of copies ~~xxx~~ to all indenting offices.

14. TEMPORARY ESTABLISHMENT. - The additional hand sanctioned by Government temporarily on Rs.20/- per mensem

to deal with the additional work that has occurred in the Stationery Depot has been continued for one more year till 8th August 1940 in accordance with Government Order No. G. 13388-9/P.& S. 131-28-2 dated 30th June 1939. His services were utilised mainly for work connected with the adjustment of bills for supplies made to the Paying Departments. By concentrating on this work, increased realisations amounting to Rs.79,541-11-8 from the Departments have been secured, as against the budget estimate of Rs.37,500. It is necessary to make the additional hand permanent in order to keep the work of the office in an up-to-date and satisfactory condition.

15. VISITS OF DISTINGUISHED PERSONAGES. - His Highness the Yuvaraja of Sind and party, His Highness the Yuvaraja of Keonjhar and the Thakore Sahib of Kotda Sangani were pleased to pay a visit to the Stationery Depot on 23rd November 1938, 17th December 1938 and 7th June 1938, respectively.

Prince Jayachamaraja Wadiyar of Mysore accompanied by his Tutor was graciously pleased to pay a visit to the Stationery Depôt on 14th March 1939.

The II Member of Council accompanied by the Development Secretary to Government paid a visit of inspection to the Depot on 29th April 1939.

16. C O N C L U S I O N. - The Gazetted and the non-Gazetted staff of the Stationery Depot have discharged their duties satisfactorily during the year.

I have the honour to be,

S i r,

Your most obedient servant,

Ag. SUPERINTENDENT.

All communications, *re* Stationery and forms not included in annual indents should be addressed to this office, and the Superintendent, Government Printing, for printed forms due on indents. Correspondence *re* forms and stationery should be in separate letters.

No. B. 696
ENCL.

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT STATIONERY DEPOT

SECY. 26. AUG. 1939 GOVT OF MYSORE

Dated, Bangalore, 25th August 19

946

FROM [redacted]

The Ag. SUPERINTENDENT OF STATIONERY,
BANGALORE.

To

THE SECRETARY TO GOVERNMENT,
DEVELOPMENT DEPARTMENT,
B A N G A L O R E.

S i r,

Adverting to Government Order No. G. 1047-107/G.M. 99-32-5 dated 15th August 1939 directing the submission of a summary of the annual administration reports to Government along with the Reports and statistical returns now being sent, for incorporation in the State Administration Report, I have the honour to submit herewith ~~in duplicate~~ a summary of the Report on the working of the Stationery Depot for the year 1938-39.

I have the honour to be,

S i r,

Your most obedient servant,

Ag. SUPERINTENDENT. 29/8

S. 695-

OFFICE OF THE SUPERINTENDENT,
GOVERNMENT STATIONERY DEPOT,
BANGALORE, DATED 26th AUGUST 1939.

From

B. KRISHNASWAMY CHETTY, ESQ., B.E.,
A.R.P.S., M.A.I.M.E.,
Ag. SUPERINTENDENT OF STATIONERY,
BANGALORE.

To

P. H. KRISHNA RAU, ESQ., M.A.,
DEVELOPMENT SECRETARY TO GOVERNMENT,
BANGALORE.

S i r,

With reference to your letter No.G.528/P. & S. dated 11th July 1939, I have the honour to submit herewi in duplicate a brief Report on the working of the Depart for the year 1938-39 with the necessary statistics.

The opening balance of papers and stationery articles at the commencement of the year was Rs.1,28,977-10-3 to which new stock valued at Rs.2,25,914-0-4 was added, making the value of stock Rs.3,54,891-10-7. The issues during the year amounted to Rs.2,16,004-14-6 leaving a balance of stock of Rs.1,38,886-12-1 at the end of the year.

The receipts from paying departments towards the cost of papers and stationery articles supplied during the year were Rs.79,541-11-8, against the budget estimate of Rs.37,500. In addition, accepted bills of the value of Rs.3,614-3-0 were under adjustment in the Comptroller's Office in the accounts of the year. It will be seen that there has been much improvement in the revenue receipts during the year on account of special measures taken for.

adjustment of the dues from the Departments as per circulars of the Government.

Purchases were made as in previous years through the Stores Purchase Committee which called for tenders and placed orders for the various papers and stationery articles with the approved tenderers. The total cost of the purchases was Rs.2,16,795-7-10.

During the year under report, Stationery was supplied to 18 new Offices and supplies to 12 Offices were discontinued. The value of papers and stationery articles supplied to the several Offices of the State was Rs.2,16,004-14-6.

Supplies of stationery articles were made on 594 standing lists of various Offices during the year. One Hundred and Sixty indents for forms and registers were received and complied with, in addition to the supplies on 25 standardised indents. Supply of full quantities of stationery articles were issued under Government Orders to the Electrical and Insurance Departments and the Record of Rights Branches on the Deputy Commissioner's indents and of the forms and registers to the Income-Tax, Mysore Local Examinations Boards, Record of Rights, Electrical and Insuranc Departments.

The enhanced scale of supply at 75% in the case of essential stationery articles and forms and registers required for every day use to all Offices was continued.

IMPORTANT ADMINISTRATIVE MEASURES

(1) In view of the references received from various departments representing the inadequacy of stationery supplies

and indenting for additional supplies, orders were passed by Government in their Order No.G.10265-50/P. & S. 50-37-11 dated 27th June 1938 sanctioning the revision of the standing lists of stationery of all Offices according to the average consumption for the past two years and the current requirements of the Offices, and authorising the issue of full quantities of all essential stationery articles with effect from the official year 1939-40. The indents of all the Offices are being revised accordingly and enhanced supplies have been commenced for all Offices from 1st July 1939.

(2) The supply of plain Badami paper manufactured by the Mysore Paper Mills in place of a moiety of White Foolscap paper now supplied, for putting up drafts, notes etc., was issued to the several Government Offices during the year with a view to save cost as directed in Government Circular No.G.5008-64/P. & S. 61-38-1 dated 22nd November 1938.

(3) The stocking and supply to Offices from the year 1939-40 of some quantity of "Guptu's" or other good quality of Indian-made pens on the annual tenders was sanctioned . (Government letter No.G.12159/P. & S. 120-38-2 dated 30th May 1939).

(4) The purchase and stocking of thablak thread manufactured and supplied by the School for Deaf and Blind Boys, Mysore up to about 250 lbs. every year for supply to Government Offices was sanctioned in Development Secretary's letter No. G. 8780/P. & S. 50-37-6 dated 3rd May 1939.

Inspection. - The stock of stationery and forms in 17 Offices located in Mysore City and 26 Offices

in Kolar Gold Fields was inspected. Surplus stock of forms, registers, and stationery articles valued at Rs.2,579-11-5 was got back and taken to stock.

On account of the common defects generally noticed in all Offices inspected and the want of improvement in the storage of forms and stationery and the maintenance of accounts connected therewith, a circular No. G. 9838-92/P. & S. 73-38-2 dated 1st April 1939 has been issued by Government sanctioning the printing of a Hand Book containing the rules regarding the issue of stationery and forms and the accounts to be maintained and distribution of copies to all indenting Offices

I have the honour to be,

S i r,

Your most obedient servant,

25/8

Ag. SUPERINTENDENT.

A.K.M.

Appendix F G—1]

SUBJECT.....

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ry No. of letter replied to.....

General and Revenue Secretariat

( )

the *193* .

Date of issue 6/9/39

Signed by Mr. C S S Char

List of enclosures.....

by.....

ned by.....

Section ~~D~~ 923

File No. 27-39

Serial No. 2

No. A 7824/Report/Govt-

To

The Superintendent, Govt. Printing

Sir,

I am directed to forward herewith a copy of the annual report of the Govt. Statistical Department for the year 1934-39 & to request you to be so good as to have it ~~set~~ printed in type & 200 copies printed & kept ready for being bound with the Govt. review when which will be sent to you in due course

Please etc.

by order

for

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE

General and Revenue Secretariat

Dated, Bangalore, 6th September 1939.

No. J 7824
OM 827-39-2

From

The Secretary to the Government of His Highness the Maharaja of Mysore,
Development Department.

To

The Superintendent,
Government Printing, Bangalore.

Sir,

I am directed to forward herewith a copy of the annual report of the Government Stationery Depot for the year 1938-39 and to request you to be so good as to have it set in type and 200 copies printed and kept ready for being bound with the Government Review thereon which will be sent to you in due course.

I have the honour to be,
Sir,
Your most obedient servant,

for Secretary to Government,
Development Department.

Aga/2.

11 Copies

DRAFT.

Proceedings of the Government of H.H. the Maharaja of Mysore.

P and S. 27-39-3

Read:-

Report on the working of the Govt. Stationery Depot, for the year 1938-39 received with letter No.S.575 dated 15th Aug.1939 from the Superintendent of Stationery.

ORDER NO. J 72490-91

Dated, Bangalore, the 25th Novr. 1939.

Recorded.

1.)

2. Superintendence:- Mr.B.Venkatasubba Ra was in charge of the Stationery Depot till the 19th June 1939 when he went on privilege leav preparatory to retirement from service. Mr.B. Krishnaswamy Chetty was in charge of the Depo during the rest of the year.

Or 25-11-39
*Relieving C S Char

(page 1.)

3. Value of Stock.- The value of stock at the beginning of the year was Rs.1,28,978-0-0 to which new stock of the value of Rs.2,25,91 was added by purchase or otherwise. Supplies

(page 2.)

amounting to Rs.2,16,005 in value were made t the several offices of the State leaving a closing stock of the value of Rs.1,38,887/-.

4(page 4.)

4. Purchases:- The value of purchases made through the Stores Purchase Committee amounte

(page 8)

to Rs.2,16,796/-. Articles manufactured in Mysor costing Rs.97,066/- were purchased as against Rs.8260/- in the previous year. The increase being mostly due to purchase of [illegible] The value of purchases of articles of Indian manufacture

manufacture amounted to Rs.55,700 as against Rs.1,68,913 in the year 1937-38.

(page 11.)

Expenditure:- The expenditure of the stationery Depot during the year was Rs.6,710/- against Rs.7,756/- for 1937-38.

(page 3.)

Receipts:- The total demand against various paying departments etc., including arrears of Rs.35,734 of the previous years stood at Rs. 1,11,548/- and the total receipts amounted to Rs.79,542/-, leaving a balance of Rs.32,006/-. There has been some improvement in the revenue receipts during the year.

(page 13.)

Supply of Stationery and Forms.- Reduced supplies both of stationery and forms and registers at 75% in the case of the essential stationery articles and forms and registers required for daily work and at 50% in the case of the luxury articles and ordinary forms and registers were continued during the year. The Standing lists of the various offices are being revised and supplies will be made from the next official year according to the revised standing lists.

(page. 14.)

(page. 7.)

General:- The purchase of a large portion of paper from the Mysore Paper Mills,Bhadravati is an outstanding feature of the year under review.

(Page 22)

Inspection:- The Superintendent of stationery inspected the stock of stationery and forms in 17 offices located in Mysore City and 26

offices

offices in Kolar Town and the Kolar Gold Fields. Surplus stock of forms, registers and stationery articles valued at Rs.2,579-11-5 was got back and taken to stock for supply to other offices.

The work of the Stationery Depot during the year was satisfactory.

DRAFT)
Secy to Govt.
Lev: Deptt.

The Superintendent of Stationery.
" Comptroller to Government.

K.M.R.1.

App. F. VI, G. 10

Government of His Highness the Maharaja of Mysore.

ADMNO A7128

GENERAL AND REVENUE DEPARTMENTS

Administration report.

Reviews the ——— of the Govt. Stationery Depo for the year 1928-35.

G. O. No. A 7 24090-91/04-32739-3 DATED 25-11-29

May this be

i. printed? - - - - - - yes

ii. treated as a standing order? - - - - no.

iii. published in the Gazette, English Part? - - - yes.

iv. translated? - - - - - - no.

v. placed at the disposal of the Press? - - - - yes.

vi. published in the Gazette, Kannada Part? - no.

Subs for orders

23/11

PROCEEDINGS OF THE GOVERNMENT OF HIS HIGHNESS
THE MAHARAJA OF MYSORE.

Read :—

Report on the working of the Government Stationery Depot, for the year 1938-39 received with letter No.S.575 dated the 15th August, 1939 from the Superintendent of Stationery.

ORDER No. A Ft 2490-91/0148 27-39-3

Dated, the 25th Bangalore, ~~21st~~ November, 1939.

Recorded.

2. Superintendence: Mr. B. Venkatasubba Rao was in charg of the Stationery Depot till 19th June, 1939 when he went on privi leave preparatory to ~~xx~~ retirement from service. Mr.B. Krishnaswamy Chetty was in charge of the Depot during the rest of the year.

3. Value of Stock: The value of stock at the beginning of the year was Rs.1,28,978-0-0 to which new stock of the value of Rs.2,25,914 was added by purchase or otherwise. Supplies amounting to Rs.2,16,005 in value were made to the several offices of the State leaving a closing stock of the value of Rs.1,38,887/-.

4. Purchases: The value of purchases made through the Stores Purchase Committee amounted to Rs.2,16,796/-. Articles manufactured in Mysore costing Rs.97,066/-. were purchased as against Rs.8,260/- in the previous year the increase being mostly due to purchase of papers from the Mysore Paper Mills. The value of purchases of articles of Indian manufacture amounted to Rs.55,700/- as against Rs.1,68,913/- in the year 1937-38.

5- Expenditure: The expenditure of the stationery Depot during the year was Rs.6,710/- against Rs.7,756/- for 1937-38.

6. Receipts: The total demand against various paying departments etc., including arrears of Rs.35,734 of the previous years stood at Rs.1,11,548/- at the total receipts amounted to Rs.79,542/-, leaving a balance of Rs.32,006/-. There has been some improvement in the revenue receipts during the year.

Supply of Stationery and Forms: Reduced supplies both of stationery and forms and registers at 75% in the case of the essential stationery articles and forms and registers required for daily work and at 50% in the case of the luxury articles and ordinary forms and registers were continued during the year. The Standing lists of the various offices are being revised and supplies will be made from the next official year according to the revised standing lists.

General: The purchase of a large portion of paper from the Mysore Paper Mills, Bhadravati is an outstanding feature of the year under review.

Inspection: The Superintendent of stationery inspected the stock of stationery and forms in 17 offices located in Mysore City and 26 offices in Kolar Town and the Kolar Gold Fields. Surplus stock of forms, registers and stationery articles valued at Rs.2,579-11-5 was got back and taken to stock for supply to other offices.

The work of the Stationery Depot during the year was satisfactory.

C. V. Srinivasa Rao

SECRETARY TO GOVERNMENT,
DEVELOPMENT DEPARTMENT.

To

The Superintendent of Stationery in Mysore.
The Comptroller to Government.

REPORT ON THE WORKING OF THE GOVERNMENT STATIONERY DEPÔT, BANGALORE, FOR THE YEAR 1938-39

WITH THE GOVERNMENT REVIEW THEREON.

GOVERNMENT OF HIS HIGHNESS THE MAHARAJA OF MYSORE.

GENERAL AND REVENUE DEPARTMENTS.

G. O. No. A. F. 2490-91—P. & S. 27-39-3, dated 25th November 1939.

Administration Report.

Reviews the —— of the Government Stationery Depôt for the year 1938-39.

READ—

Report on the working of the Government Stationery Depôt for the year 1938-39, received with letter No. S. 575, dated the 15th August 1939, from the Superintendent of Stationery.

ORDER NO. A. F. 2490-91—P. & S. 27-39-3, DATED BANGALORE, THE 25TH NOVEMBER 1939.

Recorded.

2. *Superintendence.*—Mr. B. Venkatasubba Rao was in charge of the Stationery Depôt till 19th June 1939 when he went on privilege leave preparatory to retirement from service. Mr. B. Krishnaswamy Chetty was in charge of the Depôt during the rest of the year.

3. *Value of Stock.*—The value of stock at the beginning of the year was Rs. 1,28,978 to which new stock of the value of Rs. 2,25,914 was added by purchase or otherwise. Supplies amounting to Rs. 2,16,005 in value were made to the several offices of the State leaving a closing stock of the value of Rs. 1,38,887.

4. *Purchases.*—The value of purchases made through the Stores Purchase Committee amounted to Rs. 2,16,796. Articles manufactured in Mysore costing Rs. 97,066 were purchased as against Rs. 8,260 in the previous year, the increase being mostly due to purchase of papers from the Mysore Paper Mills. The value of purchases of articles of Indian manufacture amounted to Rs. 55,700 as against Rs. 1,68,913 in the year 1937-38.

5. *Expenditure.*—The expenditure of the Stationery Depôt during the year was Rs. 6,710 against Rs. 7,756 for 1937-38.

6. *Receipts.*—The total demand against various paying departments, etc., including arrears of Rs. 35,734 of the previous years stood at Rs. 1,11,548 and the total receipts amounted to Rs. 79,542, leaving a balance of Rs. 32,006. There has been some improvement in the revenue receipts during the year.

7. *Supply of Stationery and Forms.*—Reduced supplies both of stationery and forms and registers at 75 per cent in the case of the essential stationery articles and forms and registers required for daily work and at 50 per cent in the case of the luxury articles and ordinary forms and registers were continued during the year. The standing lists of the various offices are being revised and supplies will be made from the next official year according to the revised standing lists.

8. *General.*—The purchase of a large portion of paper from the Mysore Paper Mills, Bhadravati, is an outstanding feature of the year under review.

9. *Inspection.*—The Superintendent of Stationery inspected the stock of stationery and forms in 17 offices located in Mysore City and 26 offices in Kolar Town and the Kolar Gold Fields. Surplus stock of forms, registers and stationery articles valued at Rs. 2,579-11-5 was got back and taken to stock for supply to other offices.

10. The work of the Stationery Depôt during the year was satisfactory.

J. APPAJI GOWDA,
Secretary to Government
Development Department,
(In charge.)

To—The Superintendent of Stationery in Mysore.
The Comptroller to Government.

Exd.—C. K.

WD 2906—GPB—500—7-12-39.

OFFICE OF THE SUPERINTENDENT,
GOVT. STATIONERY DEPOT,

No. S. 575. *Bangalore, dated 15th August 1939.*

FROM

B. KRISHNASWAMY CHETTY, ESQ., B.E., A.R.P.S., M.A.S.M.E.,
Acting Superintendent of Stationery,
Bangalore.

To

P. H. KRISHNA RAO, ESQ., M.A.,
Secretary to Government, Development Department,
Bangalore.

SIR,

I have the honour to submit herewith the report on the working of the Government Stationery Depot, Bangalore, for the year 1938-39.

2. *Superintendence.*—Mr. B. Venkatasubba Rao was in charge of the office till the forenoon of the 19th June 1939, when he proceeded on privilege leave preparatory to retirement from service, in accordance with Government Notification No. 4040—C. B. 185-38-2, dated 16th June 1939. I was in charge of the office during the rest of the year.

Mr. K. Shamanna, acting Sub-Assistant Superintendent was in immediate charge of the Stationery Depot till 22nd January 1939 and Mr. D. S. Gurubasavappa, Assistant Superintendent, Government Press, was in immediate charge of the Depot from 23rd January 1939 to 15th June 1939, when he was transferred to the charge of the Government Branch Press, Mysore. I was in immediate charge of the Depot from the 19th June 1939 to the end of the year.

3. *Value of Stock.*—The opening balance of stock at the beginning of the year was Rs. 1,28,977-10-3 against Rs. 1,11,505-15-6 in the previous year. New stock valued at Rs. 2,25,914-0-4 as per statement given below was either purchased or received from the Press and other offices, making the value of stock Rs. 3,54,891-10-7 against Rs. 3,25,490-11-0 in the previous year. The value of issues to the several offices amounted to Rs. 2,16,004-14-6 against Rs. 1,96,513-0-9 in the previous year, leaving a balance of stock of Rs. 1,38,886-12-1 at the end of the year against Rs. 1,28,977-10-3 in the previous year.

Statement showing the details of new stock added during the year.—

Sl. No.	Description	1937-38			1938-39		
		Rs.	a.	p.	Rs.	a.	p.
1	The value of papers and stationery purchased ...	2,02,382	10	6	2,19,491	12	9
2	Value of blank books, etc., received from the Press ...	11,226	0	0	5,865	6	0
3	Value of articles received from various offices ...	376	1	0	536	13	7
	Total ...	2,13,984	11	6	2,25,914	0	4

Value of Stock at the Government Branch Press, Mysore.—The following statement gives the details of stock of papers and stationery articles held by the Government Branch Press, Mysore, during the year.

Sl. No.	Description	Value
		Rs. a. p.
1	Opening balance of paper and stationery on 1st July 1939 ...	8,741 15 7
2	Receipts during the year	31,755 14 6
	Total stock ...	40,497 14 1
3	Issues during the year	25,037 0 5
	Closing balance of stock on 30th June 1939 ...	15,460 13 8

4. *Realisations from Paying Departments.*—The total demand against various paying departments towards the cost of stationery articles and printing papers supplied to them during the year, including half the cost of paper supplied for printing the forms, registers and cheque books of the municipal councils and local bodies, which is charged to them in accordance with Government Orders Nos. L. 821-7-34—P. & S. 86-24-172, dated 6th April 1931 and L. 7824-43—169-34-4, dated 9—10th April 1935 was Rs. 75,814-1-0 against Rs. 63,911-9-6 in the previous year. Including the arrears of previous years amounting to Rs. 35,734-1-1, the aggregate demand stood at Rs. 1,11,548-2-1.

Against this demand, a sum of Rs. 26,391-12-3 in respect of the previous years' arrears and Rs. 53,149-15-5 out of the current year's demand was realised, bringing the total receipts to Rs. 79,541-11-8 against Rs. 45,221-0-8 in the previous year. Bills to the extent of Rs. 3,614-3-0 were also received duly accepted by the departments and are under adjustment in the Comptroller's Office in the accounts of the year. There has been much improvement in the revenue receipts during the year on account of special measures taken for adjustment of the dues as per circulars of the Government.

The total pendency of bills including those sent to the municipalities and local boards was Rs. 32,006-6-5 comprising Rs. 9,342-4-10 out of the previous years' arrears and Rs. 22,664-1-7 out of the current dues. Steps are being taken to get the outstanding bills adjusted in accordance with Government Circular No. G. 3710-60—P. & S. 24-35-6, dated 12th November 1935. Departmental circulars have also been issued and special D. O. reminders are being sent to the officers concerned.

5. *Purchases.*—Purchases were made as in previous years through the Secretary, Stores Purchase Committee, who called for tenders and placed orders for the various kinds of papers and stationery articles. In a few cases, however, local purchases were made, mostly of articles not stocked for general supply to meet the urgent demands of the Palace and the Secretariat.

The value of purchases made through the Stores Purchase Committee amounted to Rs. 2,16,795-7-10 as against Rs. 2,01,825-15-7 in the previous year, while that of casual purchases was Rs. 2,696-14-11 against Rs. 566-10-11 in the previous year. The increase in the amount of the casual purchases is due to the purchase of special kinds of note papers and envelopes for supply to the Secretariat and the Palace and the purchases made of superior quality note papers, special art paper, etc., for de luxe editions of pamphlets and booklets in connection with the Viceregal Visit.

The following table gives the names of the successful tenderers, the articles bought from each of them and their value :—

Statement showing the details of stationery and papers purchased during the year 1938-39.

No.	Name of firm	Description of articles	Amount
	Messrs.—		Rs. a. p.
1	Spicers (Export), Ltd., London ...	Imitation handmade foolscap paper..	63 13 1
2	Waterlow & Sons., Ltd., London ...	Steel Pen Nibs ...	870 9 9
3	John Dickinsion & Co., Ltd., London.	Tub-size glazed tinted cover paper, art cover paper, printing double foolscap rough, badamy double demy and metallic note books.	8,239 15 5

No.	Name of firm	Description of articles	Amount		
	Messrs.—		Rs.	a.	p.
4	Charles Morgan & Co., Ltd., Madras.	Cover papers, art paper, Typewriting paper, azurelaid, draft, printing, kraft and colour papers.	24,174	14	5
5	McDowell & Co., Ltd., Madars. (Agents or the India Paper Pulp Co.)	Azurelaid paper, white printing and white cartridge papers.	6,185	9	9
6	South Indian Export Co., Ltd., Madras (Agents for the Titaghur Paper Mills, Ltd.)	Printing papers and manilla paper ...	18,055	4	11
7	J. B. Advani & Co., Ltd., Madras ...	Lily white real wood-free art paper.	3,046	14	0
8	P. Orr & Sons, Madras ...	Castle drawing papers, tracing cloth and section paper.	4,320	13	6
9	The Madras Pencil Factory, Madras.	Black lead, coloured and copying pencils.	1,065	9	0
10	The Bombay Stationery Mart, Bombay.	Pen-knives and stationery articles ...	556	4	0
11	Kores, Ltd., Bombay ...	Cyclostyle ink tubes ...	375	0	0
12	Lalumian Sahib, Madras ...	Fluid blue-black ink jars ...	162	8	0
13	Burmah Shell Oil Storage & Distributing Co. of India, Ltd., Madras.	Candles ...	378	2	0
14	Wilson & Co., Madras (Agents for the Bengal Paper Mills Co., Ltd.)	Blotting, draft and brown cartridge papers.	17,739	1	3
15	Deccan Paper Mills, Poona ...	Badami and manilla papers ...	7,249	12	2
16	The Punalur Paper Mills Co., Punalur, Travancore.	Brown cartridge papers ...	3,177	10	0
17	D. Gestetner & Co., Ltd., Madras ...	Cyclostyle impression paper, typewriting and handwriting stencil paper and ink tubes.	1,026	11	0
18	The Bharat Carbon and Ribbon Mfg. Co., Ltd., Karachi.	Typewriting carbon, pen carbon and pencil carbon papers.	2,133	8	0
19	The Mysore Paper Mills, Ltd., Bhadravati.	White printing, draft foolscap, coloured and white cartridge papers.	89,206	13	9
20	Desi Ink Works, Bangalore ...	Blue-black ink and red ink powders.	1,487	8	0
21	The Superintendent, Government Industrial School, Chennapatna.	Pen holders and paper weights ...	1,075	8	0
22	M. A. Salam Abdul Majeed & Co., Bangalore City.	Stationery articles and paper ...	6,991	8	3
23	T. M. Abdul Gaffoor & Co., Bangalore City.	Stationery articles, straw boards, printing double foolscap rough and typewriter ribbons.	11,039	0	11
24	The Government Lac Factory, Bangalore.	Sealing Wax ...	1,735	0	0
25	The Government Industrial and Testing Laboratory, Bangalore.	Black and red ink powders and blue black ink jars (balance of order for 1937-38).	1,855	6	0
26	The Superintendent, Government Soap Factory, Bangalore.	Liquid gum bottles and quick fix ...	147	14	8
27	The Superintendent, Govt. Central Jail, Bangalore.	Thablak thread, cotton tags, country white and red tapes and ink stands.	975	14	9
28	Abdul Cureem & Sons, Bangalore City	Kora long cloth ...	434	12	3
29	The Typewriter and Office Appliances, Bangalore.	Typewriting ribbons and tracing cloth.	2,367	8	0
30	Saliah Warehouse, Bangalore City ...	Black, red and blue pencils ...	141	0	0
31	Yacoob Sheriff & Co., Bangalore ...	Sheep skin ...	185	4	0
32	Penkar Cutlery Co., Ltd., Pen, Dt. Kolaba.	Pen-knives and scissors ...	18	8	0
33	Gopalan & Co., Bangalore ...	Scissors	81	0	0
34	Metal Industries, Ltd., Shoranur ...	Pen-knives and scissors ...	18	0	0
35	Makkala Pustaka Press, Bangalore ...	Printing double foolscap rough paper.	152	4	0
36	Institute of Home and Cottage Industries, Ltd., Mysore.	Superior cotton tags ...	62	8	0
37	The Central Institute for Defectives, Mysore.	Thablak thread ...	85	15	0
38	Parry & Co., Ltd., Bangalore ...	Candles	75	10	0
		Total ...	2,16,795	7	10
		Casual Purchases ...	2,696	4	11
		Grand Total ...	2,19,491	12	9

The outstanding feature of the year was the starting of the Mysore Paper Mills, Bhadravati and the purchase of a large portion of requirements from these Mills. In accordance with G. O. No. G. 8516—P. and S. 78-37-2, dated 22nd April 1938, provision was made for the purchase of half the year's requirements from the Mysore Paper Mills and the remainder from the open market. The bulk of the requirements of the Stationery Depot from next year may be expected to be met by the Mysore Paper Mills.

Articles of Mysore Manufacture purchased during the year comprised thablak thread, cotton tags, country red and white tape and ink-stands from the Central Jail, Bangalore; pen-holders and paper weights from the Government Industrial School, Channapatna; liquid gum and quick-fix bottles from the Government Soap Factory, Bangalore; sealing wax from the Government Lac Factory, Bangalore; blue-black and red ink powder and blue-black ink jars from the Government Industrial and Testing Laboratory, Bangalore; blue-black and red ink powders manufactured by the Desi Ink Works, Bangalore City; superior cotton tags from the Institute of Home and Cottage Industries, Mysore; *Kora* long cloth manufactured by the Mysore Spinning and Manufacturing Company, Limited, Bangalore, supplied by Messrs. Abdul Curreem & Sons, Bangalore; and papers manufactured by the Mysore Paper Mills, Limited, Bhadravathi. The value of such purchases was Rs. 97,066-4-5 against Rs. 8,259-13-8 in the previous year, the large increase being due to the purchase of papers made by the Mysore Paper Mills which started work during the year.

The total value of articles of Indian manufacture excluding those of Mysore referred to above purchased during the year was Rs. 55,700-1-1, against Rs. 1,68,912-8-4 in the previous year. The articles included printing and manilla papers manufactured by the Titaghur Paper Mills Company, Limited, Calcutta; blotting, draft and brown cartridge papers manufactured by the Bengal Paper Mills Company, Limited, Calcutta; Azurelaid, white printing and white cartridge papers made by the India Paper Pulp Company, Limited, Calcutta; Badami paper manufactured by the Deccan Paper Mills Company, Limited, Poona; brown cartridge paper manufactured by the Punalur Paper Mills; typewriting carbon paper, pen and pencil carbon papers made by the Bharat Carbon and Ribbon Manufacturing Company, Limited, Karachi; "Star of India" black lead, coloured, drawing and copying pencils from the Madras Pencil Factory, Madras and "Cock and Key" Stearine candles manufactured in Burma, supplied by Messrs. Parry & Company, Bangalore. All other varieties of paper and stationery articles were of foreign origin, but all of them except those supplied by the firms Nos. 1 to 3 were supplied by local or other Indian Firms. Local and Indian manufacturers are being encouraged very largely.

6. *Issues.*—The total number of issues during the year under report, including the issues of paper and binding materials to the Press, was 1,921 against 1,841 in the previous year. Of this number, 594 were on standing lists, the remainder being advances, balances and additional supplies on standing lists. The total value of issues, excluding the issues of paper and binding materials to the Press, was Rs. 99,147-15-1 against Rs. 86,449-2-0 in the previous year. The following statement shows the names of departments to which supplies were made and the value of supplies made to each.

Statement showing the value of issues made to several departments during the year 1938-39.

Sl. No.	Names of Departments	Amount		
		Rs.	a.	p.
1	Judicial	4,173	15	9
2	Revenue	8,091	1	10
3	Public Works Department	7,084	8	0
4	Forest	1,991	15	2
5	Police	1,179	11	10
6	General and Revenue Secretariat	2,889	14	10
7	Treasuries	660	10	0
8	Agriculture	2,198	10	2
9	Railways	23,919	2	0
10	University	3,048	3	3
11	Education	2,669	15	0
12	Medical	1,117	15	4
13	Income-tax	438	8	1
14	Excise	610	14	0
15	Geological Department	227	13	8
16	Palace	1,043	9	2
17	Meteorological Department	58	1	3
18	Stamps	179	1	2
19	Registration	581	14	9
20	Lock-ups	273	5	4
21	Other Departments such as Military, Co-operative Societies, etc.	11,689	0	4
22	Government Branch Press, Mysore	25,020	0	2
23	Central Press, Bangalore	1,16,856	15	5
	Total value of issues ...	2,16,004	14	6

The total cost of paper, etc., supplied to the Central Press amounted to Rs. 1,16,856-15-5 against Rs. 1,10,063-14-9 in the previous year.

The following list gives the names of new offices to which supplies were made during the year under-report and the names of offices which were abolished either permanently or temporarily: —

Offices newly created or those to which supply was commenced	Offices abolished or those to which supply was discontinued
1. The Senior Assistant Director of Agriculture, Kolar Circle, Kolar.	1. The Forest Sub-Division Officer, Narasimharajpur.
2. The Assistant Director of Agriculture, Chitaldrug Circle, Chitaldrug.	2. The Forest Sub-Division Officer, Bhadravati.
3. The Assistant Director of Agriculture, Mandya Circle, Mandya.	3. The Forest Sub-Division Officer, Kumsi Sub-Division. (Kumsi excluding Shankar range.)
4. The Assistant Director of Agriculture, Hassan	4. The Forest Sub-Division Officer, Chamarajnagar.
5. Do Bangalore.	5. The Forest Sub-Division Officer, Heggaddevankote.
6. Sri Krishnarajendra Silver Jubilee Technological Institute, Bangalore.	6. The Sub-Assistant Conservator of Forests, Hebbe Circle, Tadasa.
7. District Magistrate, Bangalore District, Bangalore (for the use of the bus section.)	7. The Sub-Assistant Conservator of Forests, Lakkavalli Sub-Division, Tarikere.
8. The Executive Engineer, Shimsha New Project Division, Sivasamudram ...	8. The Chairman, Bench of Magistrates' Court, Sidlaghatta.
9. The Executive Engineer, Jog Falls Project, Jog, Shimoga District.	9. The Assistant Superintendent of Sericulture, in charge of Reeling and Filature, Mysore.
10. Officer in charge, Provincial Ganja Stores, Bangalore.	10. The Health Officer, Health Survey Unit, Bhadra Reservoir Project, (Camp) Bhadravathi.
11. Jog Falls Malaria Unit, Jog,- Shimoga District.	11. Sub-Section Executive Engineer, C. P. S., Sivasamudram.
12. The Warden, Adikarnataka High School Hostel, Hassan.	
13. The Warden, Adidravida Hostel, Kolar ...	

Offices newly created or those to which supply was commenced	Offices abolished or those to which supply was discontinued
14. The Superintendent, Civil Veterinary Department, Bangalore (for the use of new dispensaries at Saligram, Nanjangud, Kumsi and French-Rocks).	12. Junior Assistant Mycologist, Tirthahalli (transferred to Shimoga Circle).
15. The Superintendent, Civil Veterinary Department, Bangalore (for the use of new dispensaries at Alur and Srinivaspur).	
16. The Superintendent, Civil Veterinary Department, Bangalore (for the use of new dispensaries at Bettadapur and Koratagere)	
17. Junior Assistant Mycologist, Tirthahalli Circle, Tirthahalli.	
18. Officer in charge, Bitumen Emulsion Plant, Hassan.	

Thus there was a net decrease of seven in the number of offices to which supplies were made from the Stationery Depot during the year.

7. *Expenditure.*—The expenditure of the Stationery Depot during the year under report was Rs. 6,710-5-9 against Rs. 7,756-3-6 in the previous year, which is classified under the following heads :—

	Rs.	a.	p.
1. Establishment ...	5,608	12	0
2. Contingencies ...	1,101	9	9
Total ...	6,710	5	9

There was an appreciable saving of Rs. 780 under establishment on account of the Store Keeper's post being kept vacant during the whole year. The charges incurred on the handling and storage of stock thus work out to 3 per cent as against 4 per cent in the last year.

8. *Indents for Forms.*—One hundred and sixty indents for forms were received during the year as against 175 in the previous year. Forms and registers due on the 25 standardised indents were supplied without fresh indents being received from the departments. Supplies were made in some cases on stray requisitions. The indent of the Government Gardens has been recently standardised as per G. O. No. G. 9029—P. & S. 2-28-113, dated 13th March 1939. The work of standardisation of the forms of the Public Works, Police, Health and Revenue Survey Departmental Forms is being continued. As in previous years, supply of full quantities of forms and registers was made under Government orders to the Income-tax, Electrical, Police, Insurance and the Local Examinations Boards offices. The indent for Record of Rights forms and registers received from the Superintendent of Land Records, Survey and Settlement and the Deputy Commissioners of Districts were complied with in full as in previous years.

The reduction of 50 per cent in the general supply of forms and registers was continued during the year, enhanced supplies at 75 per cent being made in the case of essential forms and registers required for everyday use in accordance with G. O. No. G. 10205-50—P. & S. 50-37-11, dated 27th June 1938.

Further standardisation of the forms and registers of the departments whose forms and registers have not yet been standardised and the revision of the existing standardised requirements of forms and registers of all departments so as to ensure a more satisfactory supply is being dealt with by the Press Committee in accordance with G. O. No. G. 3326-32—P. & S. 43-38-1, dated 15th October 1938.

9. *Stock-taking.*—The annual stock-taking of the Stores was done on 2nd January 1939. The value of excesses found was Rs. 1,558-1-2 and that of deficiencies was Rs. 1,454-5-6. The result was reported to Government and the excesses and the deficiencies were adjusted in accordance with Government Order No. G. 13077-8—P. & S. 128-38-4, dated 23rd June 1939. The Issue, Receipt and Stock Registers of Stores were maintained in a satisfactory condition.

10. *Statistics of Business.*—During the year under report, 5,291 letters were received of which 4,774 were replied, 422 were disposed of by complying with the requisitions contained in them for the supply of balances of stationery articles, advances and additional supplies on standing lists and by issue of Work Dockets for printing of the works, 62 were under correspondence about revision of standing lists and 33 were pending disposal.

The number of letters pertaining to forms and registers received during the year was 7,747 of which 3,891 were replied and the rest were disposed of by complying with the requisitions contained in them for balances, advances and additional supplies and by issue of Work Dockets for printing of the works.

11. *Stationery Articles and Forms supplied.*—The procedure of making supplies of stationery articles and forms on approved standing lists based on the average consumption and the strength of establishment, maintained in the Stationery Depot, is being followed. Due to the continuance of the financial stringency and the reduction in the budget grant, reduced supplies both of stationery and forms and registers at 75 per cent in the case of the essential stationery articles and forms and registers required for daily work and 50 per cent in the case of the "luxury" articles and ordinary forms and registers were continued during the year. Additional and enhanced supplies were made in a number of cases under Government orders to meet urgent requirements. The value of the additional supplies made during the year was Rs. 2,399-8-8.

The supply of full quantities of stationery articles sanctioned by Government in the case of certain paying departments like the Electrical Department and the Government Life Insurance Department and three-fourths supplies in the case of the Revenue Department were continued. Requisitions received for the supply of stationery articles for Record of Rights Work in taluk offices from the Deputy Commissioners of Districts and the Superintendent of Land Records were complied with in full according to the standing orders.

In accordance with Government Order No. G. 10205-50—P. & S. 50-32-11, dated 27th June 1938, directing that the standing lists of all offices should be revised with effect from the year 1939-40, the standing lists of the various offices are being revised on the basis of the average consumption during the last two years and the strength of establishment, and supplies made from the next official year according to the revised standing lists.

Supplies of stationery and forms were made under Government orders to 18 new offices noted above.

The registers and forms noted below were newly introduced and were printed and supplied in accordance with the Government orders noted against each.

No.	*Registers and Forms*	*No. and date of Government Orders.*
1.	Inspection Report on the work of Weaving Demonstrations—to the Director of Industries and Commerce, Bangalore.	G. O. No. G. 313—P. & S. 2-37, dated 12th July 1938.
2.	Military Form No. 13, revised—to the Chief Commandant, Mysore State Troops, Bangalore.	G. O. No. G. 661-4—Mily. 55-37-6, dated 19th July 1938.
3.	Four kinds of forms—to the Director of Agriculture in Mysore, Bangalore.	G. O. No. D. 914—A. & E. 246-36-10, dated 4th August 1938.
4.	Labour Report of Krishnarajasagar and Water Works, Thippagondanahalli—to the Executive Engineer, Water Supply Division, Bangalore.	G. O. No. G. 1422—P. & S. 627, dated 15th August 1938.
5.	Form 'B' Statement for direct import of dangerous drugs—to the Excise Commissioner.	G. O. No. Fl. 965—Ex. 19-38-4, dated 18th August 1938.
6.	Ledger for entering the short term licenses, to the Inspector-General of Police.	G. O. No. T. 649-52—R. T. 13-38-1, dated 25th August 1938.
7.	Irwin Canal Chellan Form, to Mandya, Maddur, French-Rocks and Seringapatam Taluks.	G. O. No. G. 1838—P. & S. 2-38-12, dated 25th August 1938.
8.	Order Form and Schedule Form, to the Secretary, Stores Purchase Committee.	G. O. No. G. 1897—P. & S. 2-38-15, dated 26th August 1938.
9.	Notices regarding the prevention of water contamination in the Sri Chamarajendra Reservoir, to the Executive Engineer, Water Supply Division, Bangalore.	G. O. N. G. 1928—P. & S. 2-38-20, dated 31st August 1938.

No.	Registers and Forms.	No. and date of Government Orders.
10.	Revised and Combined Diet Register, to the Medical Stores.	G. O. No. G. 2037--P. & S. 2-37-169, dated 1st September 1938.
11	Domestic Ledgers, to the Executive Engineer, Water Supply Division.	G. O. No. G. 2072—P. & S. 2-35-23, dated 1st—2nd September 1938.
12.	Form relating to Large Industrial Establishments Return, to the Director of Industries and Commerce, Bangalore.	G. O. No. D. 3054-56—Stes., dated 22nd September 1938.
13.	Certificate of Weighment in triplicate, to the Inspector-General of Police.	G. O. No. G. 2936—P. & S. 2-38-34, dated 26th September 1938.
14.	Forms under Police Manual, Vol. III, to the Inspector-General of Police, Bangalore.	G. O. No. P. 1691—Pol. 61-38, dated 1st October 1938.
15.	Registers required for collecting and maintaining accounts of Toll-gate Fees at Krishnaraj Sagar, Brindavan.	G. O. No. G. 3180—P. & S. 2-38-38, dated 8th October 1938.
16.	Record Slips, to the Chief Engineer of Mysore, Bangalore.	G. O. No. G. 3335—P. & S. 2-37-170, dated 15th October 1938.
17.	Return of Women employed in a Factory, to the Director of Industries and Commerce.	G. O. No. D. 3660-62—I. & C. 38-38-13, dated 27th October 1938.
18.	Weekly Guage Readings near Gopala, to the Executive Engineer, Bhadra Anicut Range, Bhadravati.	G. O. No. G. 3566—P. & S. 2-38-49, dated 27th October 1938.
19.	Progress Report of Mill Coolies, to the Executive Engineers.	G. O. No. G. 4317—P. & S. 2-38-56, dated 9th November 1938.
20.	Form in connection with the introduction of fees in the hospitals of Bangalore and Mysore Cities.	G. O. No. G. 4162—Med. 71-36-14, dated 5th November 1938.
21.	Temperature Charts, to Vani Vilas Hospital, Bangalore.	G. O. No. G. 3848—Med. 92-38-2, dated 1st November 1938.
22.	Official Memorandum books, to the Muzrai Commissioner in Mysore, Bangalore.	G. O. No. 604-6—Muz. 120-38-2, dated 27th October 1938.
23.	Bar Bill Books, to the Hotel, Krishnaraj Sagar.	G. O. No. G. 5204—P. & S. 2-38-65, dated 26th November 1938.
24.	B. D. F. 40 and 41, to the Superintendent, Government Central Book Depot, Bangalore.	G. O. No. G. 55-87—P. & S. 2-38-68, dated 7th December 1938.
25.	Two forms about the realization of cheques received by Treasuries, to the Comptroller.	G. O. No. Fl. 3809—G. F. 23-38-3, dated 17th December 1938.
26.	Four kinds of medical forms, to the Medical Officer, Krishnarajendra Hospital, Mysore.	G. O. No. G. 7923—Med. 92-38-4, dated 2nd February 1939.
27.	Notice Forms, to the Executive Engineer, Water Supply Division, Bangalore.	G. O. No. G. 7442—P. & S. 2-38-95, dated 3rd February 1939.
28.	Three kinds of labels, to the Director of Public Health.	G. O. No. G. 7612 - P. & S. 2-38-100, dated 8th February 1939.
29.	Agri. Genl. Demn. No. 7 in the revised book form, to the Director of Agriculture.	G. O No. D. 7303-730—Agri. 185-38-2, dated 8th February 1939.
30.	List of medicated wine permitted to be sold, to the Excise Commissioner.	G. O. No. Fl. 5257-9—Ex. 100-35-2, dated 11th February 1939.
31.	Deposit Refund Form, to the Bureau of Sanitary Engineering.	G. O. No. G. 7846—P. H. 103-38, dated 13th February 1939.
32.	'A' and 'B' Mutchalika Forms, to the Chief Engineer, K. R. S. Works, Bangalore.	G. O. No. G. 8358—P. & S. 2-38-105, dated 25th February 1939.
33.	Combined Registers for recording entries relating to the registration of motor vehicles, to the Inspector-General of Police.	G. O. No. T. 2661-64—R. T. 56-38-2, dated 20th February 1939.
34.	Register of paying cases examined to the Public Health Institute.	G. O. No G. 8770—P. H. 103-38-2, dated 6th March 1939.
35.	Monthly report forms of testers, to the Director of Industries and Commerce.	G. O. No. D. 8064-65—I. & C. 75-38-14, dated 11th March 1939.
36.	Tickets for cutting grass in various parks and gardens, to the Superintendent, Government Gardens.	G. O. No D 8059-61—G. F. 49-38-6, dated 11th March 1939.
37.	Ten kinds of veterinary forms, to the Chief Commandant, Mysore State Troops.	G. O. No. G. 10283-6—Mily. 182-38-6, dated 10—12th April 1939.
38.	Poultry Forms, to the Live Stock Expert, Agricultural Department.	G. O. No. 10113—P. & S. 2-38-125, dated 14th April 1939.
39.	Address slips, to the Superintendent of Police, Railways and C. I. D., Bangalore.	G. O. No. G. 10410—P. & S. 67-38-15, dated 15th April 1939.
40.	Cheque books and forms, to the Mysore Government Lac and Paint Works.	G. O. No. D. 8669-73—I. & C. 220-37-23, dated 5—8th April 1939.
41.	Registers showing the Chellans received for amounts credited towards registration, etc., to the Inspector-General of Police, Bangalore.	G. O. No. T. 3467—R. T. 56-38-4, dated 11th April 1939.
42.	Forms in connection with the Survey of Oil Crushing Industry, to the Director of	G. O. No. D. 8957-59—I. & C. 250-38-7, dated 13—15th April 1939.

No.	Registers and Forms.	No. and date of Government Orders.
43.	Bill Books, to the Commercial Publicity Section of the Publicity Office.	G. O. No. G. 11104—P. & S. 2-38-129, dated 4th May 1939.
44.	Form for posting of remittances, to Civil From Railway, Education and Electrical Departments, to the Comptroller to the Government.	G. O. No. Fl. 7261-2—G. F. 81-38-12, dated 9th May 1939.
45.	Forms and Registers prescribed in notification No. Fl. 2371 —Ex. 61-37, dated 25th October 1938, to the Excise Commissioner in Mysore, Bangalore.	G. O. No. Fl. 7404—Ex. 100-38-8, dated 15th May 1939.
46.	Workmen's Compensation forms, to the Director of Industries and Commerce.	G. O. No. D. 9973—6419, dated 18th May 1939.
47.	Form in connection with the optional subjects to be selected by pupils in High Schools.	G. O. No. E. 4230—Edn. 21-38-10, dated 27th May 1939.
48.	Out patient case cards required for the venereal disease clinic at Vani Vilas Hospital, Bangalore.	G. O. No. G. 12160-2—Med. 92-38-6, dated 30th May 1939.
49.	Inspection books of three kinds (in pads), to the Publicity Officer to Government,	G. O. No. G. 12763—P. & S. 2-38-139, dated 20th June 1939.
50.	Form Under Workmen's Compensation Act under Section 15, to the Director of Industries and Commerce, Bangalore.	G. O. No. D. 10631—I. & C. dated 19th—21st June 1939.

Additional supplies of the following forms and registers were made to the offices noted against them in accordance with the Government Order noted against each:—

No.	Registers and Forms.	No. and date of Government Orders.
1.	Six kinds of Financial forms to the Secretary, Central Recruitment Board, Bangalore.	General Secretary's letter No. 223—C. R. B., dated 7th July 1938.
2.	Sale Isthihar forms, to the Amildar, Chikballapur.	G. O. No. G. 344—P. & S. 2-37, dated 12th July 1938.
3.	Saguvali Chit Forms, to the Amildar, Chintamani.	G. O. No. G. 395—P. & S. 2-37-163, dated 14th July 1938.
4.	Pound Registers and forms, to the Superintendent, Kunigal Stud Farm.	G. O. No. G. 803-6—Mily. 244-37-2, dated 26th July 1938.
5.	M.A.M. No. 9 to Shimoga Town Municipality.	G. O. No. L. 1165-7—Ml. 30-38-12, dated 2nd 5th August 1938.
6.	Financial and Forest Forms, to Forest Research Institute, Bangalore.	G. O. No. G. 1398—P. & S. 1-37-225, dated 9th August 1938.
7.	Schedule Contract forms, to the Sanitary Engineer, Bureau of Sanitary Engineering, Bangalore.	G. O. No. G. 1899—P. & S. 2-38-14, dated 26th August 1938.
8.	'C' Registers, to the Executive Engineer, Chitaldrug Division.	G. O. No. G. 2059—P. & S. 2-38-22, dated 1st September 1938.
9.	P. W. Cash Books to the Well Boring Section of the Bureau of Sanitary Engineering.	G. O. No. G. 2613—P. H. 29-38-2, dated 16th September 1938.
10.	Form used in the pension section of the Comptroller's Office, to the Comptroller.	G. O. No. Fl. 1955-56—G. F. 1-32-2, dated 22nd September 1938.
11.	Extract Register of receipts and Deposits, register of sanctions to work charges establishment to the Bureau of Sanitary Engineering.	G. O. No. G. 2980—P. H. 42-38-2, dated 27th September 1938.
12.	Application for affixing Impressed labels to documents, to the Superintendent of Stamps.	G. O. No. Fl. 1974-5—Stamp 5-38-2, dated 28th September 1938.
13.	Regn. 41 and Finl. 13 (Pay Bills), to the District Registrar, Kadur District.	G. O. No. Fl. 2034-35—Regis. 7-38-2, dated 3rd October 1938.
14.	Six kinds of Financial Forms, to the District Office, Mysore.	G. O. No. G. 3215—P. & S. 2-38-42, dated 10th October 1938.
15.	Form 'A' for the collection of statistics of coffee production, to the Deputy Commissioner, Kadur District.	G. O. No. G. 3259—P. & S 2-38-49, dated 11th October 1938.
16.	M.A.M. Nos. 11, 17 (a), 17 (b) and Assessment registers, to the Municipal Commissioner, Bangalore.	L. 3680-82—Ml. 123-38-2, dated 11th November 1938.
17.	Isthihar and Order sheets, to the Amildar, Kadur Taluk.	G. O. No. G. 4233—P. & S. 2-38-55, dated 8th November 1938.

No.	Registers and Forms.	No. and date of Government Orders.
18.	Refund Bills forms, to the Commissioner of Land Records, Bangalore.	R. 2202-3—L. S. 21-38-2, dated 4th November 1938.
19.	Five kinds of Acquisition forms, to the Sub-Division Officer, Tumkur.	G. O. No. R. 2154-5—R. M. 6-38-13, dated 31st October 1938.
20.	Forms, etc., to the Forest Research Station.	G. O. No. D. 7038-40— G. G. 131-37-2, dated 28th March—2nd April 1938.
21.	Forms, etc., to the Junior Assistant Mycologist, Tirthahalli Circle.	G. O. No. G. 932—P. & S. 1-38-13, dated 28th July 1938.
22.	L. F. No. 9 M.A.M. 72, 73 and 48, to the President, District Board, Kadur.	G. O. No. L. 2118—Ml., dated the 7th September 1938.
23.	Fifteen kinds of forms and Registers, to the Superintendent, Serum Institute.	G. O. No. G. 1714-16—C. V. 77-37-2, dated 9th September 1938.
24.	D.C.B. Ledgers of water charges, to the Superintendent, K.G.F. Water Works, Bethamangala.	G. O. No. G. 6118—P. & S. 2-38-74, dated 19th December 1938.
25.	Cover papers with addresses, to the Inspector-General of Police.	G. O. P. 2291—Pol. 92-38-2, dated 9—10th November 1938.
26.	Three kinds of financial forms, to the Deputy Commissioner, Shimoga.	G. O. No. G. 4956—P. & S. 2-38-62, dated 21st November 1938.
27.	95 cash books, to the Inspector-General of Registration.	G. O. No. Fl. 3171-72—Regis. 7-38-37, dated 25th November 1938.
28.	Financial Forms, Revenue Forms, Fair Copy Registers and Acquittance Roll Books, to the District Officer, Mysore.	G. O. No. G. 5823—P. & S. 2-38-70, dated 14th December 1938.
29.	General Receipt Registers, to the Deputy Commissioner, Kadur.	G. O. No. G. 6116—P. & S. 1-38-119, dated 19th December 1938.
30.	File wrappers, to the Inspector-General of Police.	G. O. No. P. 3125—Pol. 143-38-2, dated 19th December 1938.
31.	Seventeen kinds of Registers, to the Deputy Commissioner, Mysore.	G. O. No. G. 6235—P. & S. 2-38-76, dated 21st December 1938.
32.	Printed labels (3 kinds), to the Superintendent, Government Printing.	G. O. No. G. 6887—P. & S. 2-38-84, dated 12th January 1939.
33.	S. C. Form No. 2 and Ledgers, to the Comptroller to Government.	G. O. No. G. 6143-4—P. & S. 2-38-73, dated 19th December 1938.
34.	Revenue Day books, to the Amildar, Krishnarajpet Taluk.	G. O. No. G. 6883—P. & S. 2-38-85, dated 12th January 1939.
35.	Registers regarding the improved system of Office procedure, to the Director of Agriculture.	G. O. No. D. 6044-46—Agri. 46-38-4, dated 6—7th January 1939.
36.	Five kinds of Revenue Forms and Registers, to the Deputy Commissioner, Shimoga.	G O. No. G. 6978—P. & S. 2-38-87, dated 18th January 1939.
37	Pay Bills, to the Amildar, Krishnarajpet Taluk.	G. O. No. G. 7258—P. & S. 2-38-93, dated 28th January 1939.
38.	Declaration Forms to the Inspector-General of Police.	G. O. No. P. 2706—R. T. dated 22nd February 1939.
39.	M.A.M. Nos. 30,31,34 and 44, to the City Municipal Council, Mysore.	G. O. No. G. 7866—P. & S. 2-38-103, dated 14th February 1939.
40.	Crl. Form No. 31, to the Second City Magistrate, Bangalore.	G. O. No. P. 4500-4—Cts. 153-38-2, dated 21st February 1939.
41.	Receipt and Despatch Registers, to the Superintending Engineer, Irrigation Circle, K.R.S. Works, Mysore.	G. O. No. G. 8363—P. & S. 2-38-107, dated 25th February 1939.
42.	Civil Form No. 95, to the Munsiff's Court at Kolar Gold Fields.	G. O. No. P. 4676—Cts. 153-38-4, dated 27—28th February 1939.
43.	'A' Form Registers, to Railway Department.	G. O. No. G. 8372—P. & S. 2-38-109, dated 26th February 1939.
44.	Revenue Forms, to the Revenue Probationer posted to Magadi Taluk.	G. O. No. G. 8617—P. & S. 1-38-107, dated 4th March 1939.
45.	Acquittance Roll, Pay Bills, Register of Pay Bills, Statement of expenditure, to the Inspector-General of Police.	G. O. No. P. 4940—Pol. 41-38-5, dated 17th March 1939.
46.	Pension Voucher Forms, to the State Huzur Treasury, Bangalore.	G. O. No. G. 9427—P. & S. 2-38-116, dated 25th March 1939.
47.	Day Books and Ledgers, to the Deputy Commissioner, Mysore.	G. O. No. R. 5153-6—R. M. 64-38-2, dated 19th April 1939.
48.	Endorsement Forms, to the Deputy Commissioner, Shimoga.	G. O. No G. 10649—P. & S. 2-38-126, dated 20th April 1939.
49.	Index Registers, to the Deputy Commissioner, Mysore.	G. O. No. G. 10840—P. & S. 1-38-184, dated 27th April 1939.
50.	Non-Demestic Ledgers, to the Chief Engineer of Mysore, Bangalore.	G. O. No. G 11540—P. & S. 2-38-133, dated 16th May 1939.
51.	Forms, to the Secretary, Government Press Employees' Co-operative Society, Ltd., Bangalore.	G. O. No. G. 10600-2—P. & S. 78-38-6, dated 18th April 1939.

No.	Registers and Forms.	No. and date of Government Orders.
52.	Inspection memo forms, to the Superintendent of Stamp Manufactory, Bangalore.	G. O. No. E 178—38-39, dated 9th May 1939.
53.	Declaration Forms, to the Inspector General of Police.	G. O. No. T. 4243--R. T. 89-38-2, dated 19th June 1939
54.	P. P. O. Forwarding Memo Books, to the Comptroller.	G. O. No. G. 1275S—P. & S. 2-35-142, dated 20th June 1939.
55.	D. C. B. Registers (M. A. M. No. 9), to the Municipal Commissioner, Bangalore.	L. 4496—Ml. 75-38-37, dated 1st December 1938.

12. *Important Administrative Measures.*—(i) The reduced scale of supply of stationery articles and forms and registers at 75 per cent in the case of the "essential" stationery articles and forms and registers and 50 per cent of the "luxury" articles and forms and registers not required for daily use was continued during the official year 1938-39. The standing lists of stationery of all offices are being revised in accordance with Government Order No. G. 10205-50—P. & S. 50-37-11, dated 27th June 1939, and full supplies of all essential stationery articles according to the revised standing lists will be issued with effect from the 1st July 1939.

(ii) The purchase and stocking of thablak thread manufactured and supplied by the School for the Deaf and Blind boys, Mysore, up to about 250 lbs. every year for supply to Government Offices with effect from the year 1938-39 was sanctioned in Development Secretary's letter No. G. 8780—P. & S. 50-37-6, dated 3rd May 1938.

(iii) The supply of badami paper, plain, of brown or yellowish colour made by the Mysore Paper Mills to Government Offices in lieu of a moiety of white foolscap paper now supplied for putting up drafts, notes, etc., in Government offices was ordered to be made in Government Circular No. G. 5008-64—P. & S. 61-38-1, dated 22nd November 1938.

(iv) The proposal to supply D. O. envelopes prepared out of opaque printing paper in place of the D. O. (Chit) covers now being supplied from the Stationery Depot was sanctioned under G. O. No. G. 5493-4—P. & S. 51-38-3, dated 7th December 1938.

(v) The inclusion of saucers sets and artist's glasses in the list of periodical articles under 'Appendix E' of the Stationery Rules and their supply once in two years to the Engineering, Railway and other departments according to the number necessary was sanctioned.

(vi) The supply of rulers and ink glasses to the Agricultural Inspectors in charge of Range Offices as recommended by the Director of Agriculture with a view to facilitate office work and maintenance of account registers was sanctioned by Government in Development Secretary's letter No. G. 4062—P. & S. 1-38-76, 3rd—5th November 1938.

(vii) The stocking and supply to offices from the year 1939-40 some quantity of "Guptu's" or other good quality of Indian made pens out of the quantity provided in the annual tenders for stationery articles was sanctioned. (Development Secretary's letter No. G. 12159—P. & S. 120-38-2, dated 30th May 1939).

13. *Inspection.*—The stock of forms and stationery articles of the offices located in Mysore City and at Kolar Gold Fields was inspected. The number of offices inspected in Mysore City was 17 and that at Kolar Town and in the Kolar Gold Fields was 26. A surplus stock of forms, registers and stationery articles valued at Rs. 1,257-0-0 in the offices located in Mysore City and Rs. 1,322-11-5 in the offices located at Kolar Town and in Kolar Gold Fields was got back and taken to stock for supply to other offices.

As certain common defects were generally noticed in all offices inspected and no improvement had occurred in the storage of forms and stationery and in the maintenance of accounts connected therewith, a circular No. G. 9838-92—P. & S. 73-38-2, dated 1st April 1939, has been issued by Government sanctioning the printing of a Handbook containing the rules regarding the issue of stationery and forms and the accounts to be maintained and the distribution of copies to all indenting offices.

14. *Temporary Establishment.*—The additional hand sanctioned by Government temporarily on Rs. 20 per mensem to deal with the additional work that has occurred in the Stationery Depot has been continued for one more year till 8th August 1940 in accordance with Government Order No. G. 13388-9—P. & S. 131-28-2, dated 30th June 1939. His services were utilised mainly for work connected with the adjustment of bills for supplies made to the paying departments. By concentrating on this work, increased realisations amounting to Rs. 79,541-11-8 from the departments have been secured, as against the budget estimate of Rs. 37,500. It is necessary to make the additional hand permanent in order to keep the work of the office in an up-to-date and satisfactory condition.

15. *Visits of Distinguished Personages.*—His Highness the Yuvaraja of Zind and party, His Highness the Yuvaraja of Keonjhar and the Thakore Sahib of Kotda Sangani were pleased to pay a visit to the Stationery Depot on 23rd November 1938, 17th December 1938 and 7th June 1938, respectively.

Prince Jayachamaraja Wadiyar of Mysore accompanied by his Tutor was graciously pleased to pay a visit to the Stationery Depot on 14th March 1939.

The Second Member of Council accompanied by the Development Secretary to Government paid a visit of inspection to the Depot on 29th April 1939.

16. *Conclusion.*—The Gazetted and the non-Gazetted staff of the Stationery Depot have discharged their duties satisfactorily during the year.

I have the honour to be,

Sir,

Your most obedient servant,

B. KRISHNASWAMY CHETTY,
Ag. *Superintendent.*

WD 2477—GPB—200—8-11-39.